

STATE BOARD OF EQUALIZATION

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Executive Secretary I (or II)		WORKING TITLE Executive Secretary	
UNIT/DISTRICT/LOCATION Executive Office		POSITION NUMBER 290-301-1245-001 or 290-301-1247-001	
SEERA DESIGNATION Confidential	BARGAINING UNIT 04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGER PRINTS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED None	

Job Requirements

Knowledge of:

- Board of Equalization organization, functions, goals and policies.
- Business English, spelling, punctuation, and grammatical usage.
- Personal computer applications, Microsoft Office software (which includes word, excel, outlook).

Ability to:

- Apply the required knowledge effectively.
- Read and write English at a level required for successful job performance.
- Work with confidential and politically sensitive material.
- Maintain confidentiality.
- Handle multiple tasks, shifting priorities, and meet deadlines.
- Create and maintain cooperative working relations with all levels of employees.
- Perform difficult clerical work and maintain complex records and files.
- Independently analyze situations accurately and take effective action.
- Prepare letters and reports independently or from instructions.
- Perform basic administrative assignments.
- Communicate effectively.
- Follow written and verbal instructions.
- Understand and carry out directions following a minimum of explanation.
- Tactfully handle a variety of public and governmental contacts on the telephone and in person.
- Work in a high-rise building.

Statement of Position

Under the direction of the Chief Deputy Director, the Executive Secretary I (or II) provides difficult and complex secretarial work and non routine administrative work requiring frequent high-level, public, governmental and private industry contact relating to the administration of the Chief Deputy Director, Executive Office. Performs a wide variety of technical, analytical, and clerical tasks relating to the administration of the Chief Deputy Director, Executive Office, including highly sensitive agency and tax program issues, and personnel matters. Provides secretarial and administrative support on a variety of difficult and sensitive matters in which judgment must be exercised in analyzing facts or circumstances surrounding issues.

Must complete assignments and tasks with independence and initiative. This position must work in conjunction with other Board of Equalization staff members, including the staff of the Board Members and top executive management for effective overall coordination of the activities of the Chief Deputy Director, Executive Office. *(Level of difficulty, variety, complexity of duties, independence of action and decision, the degree of supervision received will vary depending on Executive Secretary Level.)*

Must be able to perform the essential job functions (*) with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
80%	<p>* Answers incoming telephone calls for the Chief Deputy Director and screens/directs calls to appropriate staff when necessary. Reviews all correspondence prepared by other staff for the Chief Deputy Director's signature for accuracy, correct form, grammar, and BOE policy. Maintains and updates the Chief Deputy Director's filing system. Reviews, distributes, and/or takes action on all incoming mail for the Chief Deputy Director. Independently researches and drafts responses to routine correspondence for the Deputy Director's signature. *Independently logs and makes the initial assignment recommendations for incoming correspondence and projects from the Board Members, Executive Director, taxpayers, Board departments, and other State agencies. Maintains an extensive tracking system to ensure deadlines are met on all assignment projects. Maintains follow-up system for correspondence and information requests by taxpayers, members of the Legislature, governmental agencies, private industry, etc. Prepares status reports on assignments and prepares follow-up inquiries to the various assignees.</p> <p>Independently gathers information, including confidential or sensitive personnel and program and administration issues; and prepares complex reports, including statistical reports, letters, and memoranda to and/or for the signature of the Governor, Legislators, Board Members, Executive Director, and Chief Deputy Director.</p>
10%	<p>*Prepares Board Hearing binders and monitors agenda for any changes or modifications to the Board Hearings. Updates Board binder as changes occur. Assembles any other pertinent material for Board Hearings and ensures all material is given to the Chief Deputy Director in sufficient time to allow for review and preparation.</p> <p>*Coordinates meetings with other governmental agencies, departments, business and public interest groups, and Board staff. Gathers and organizes all materials or meetings; prepares agendas and minutes of various meetings; ensuring that the meeting room is properly set up the day of the meeting and ensuring that all speakers have the necessary equipment and materials available, checks on status of pending matters before the next meeting and note assignments made. Establishes and maintains the Chief Deputy Director's calendar using the Microsoft Outlook Calendar. Resolves any conflicts in scheduling.</p>
10%	<p>Maintains, tracks, and orders office supplies. Makes travel arrangements and prepares detailed itineraries for the Chief Deputy Director; prepares accurate travel expense claims. Maintains the Chief Deputy Director's confidential files. Independently works on special assignments from the Chief Deputy Director relating to improving office procedures and efficiency. Other duties as required.</p>

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE
