DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
DEPARTMENT OF JUSTICE RESEARCH CENTER (BUREAU)

JOB TITLE: Executive Assistant (EA)

POSITION NUMBER: 420-796-1728-xxx

INCUMBENT:

STATEMENT OF DUTIES: Under direction of the Bureau Director for the Department of Justice Research Center (DOJRC), the EA performs administrative and executive level support duties and provides office management skills that require independent research and analysis to formulate recommendations. With the knowledge of departmental, DOJRC, and the California Justice Information Services (CJIS) Division policies and procedures, the EA independently responds to inquiries related to confidential management labor relations, personnel, and administrative issues. Additionally, the EA monitors and maintains projects that are significant in nature to the operations of the Bureau and maintains working relationships at various staff and management levels, works under pressure, meets time constraints, and handles the Bureau’s changing priorities.

SUPERVISION RECEIVED: Reports directly to the Bureau Director.

SUPERVISION EXERCISED: May act as a lead over student assistants.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods. May be required to lift, carry, or move up to 20 pounds.

TYPICAL WORKING CONDITIONS: Modular workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

30% Organize and manage administrative detail for the Bureau Director. Review and assign incoming correspondence and projects to appropriate staff; maintain suspense file to ensure deadlines are met. Originate and prepare correspondence for the Bureau Director’s signature, providing appropriate documentation. Provide review and input concerning employer-employee relation issues. Advise Bureau Director of bargaining unit contract changes and modifications. Review and revise procedures and guidelines to ensure the Bureau is always in compliance with bargaining unit contracts (e.g., Family Medical Leave Act, sick leave, vacation, bereavement, etc.). Review and edit all outgoing correspondence from Bureau staff for format, content, spelling, and grammar. Establish and maintain confidential, administrative, and suspense files. Transfer and purge files based on the Bureau and Department’s record retention schedule.
30% Utilize a personal computer with various software programs to accomplish assigned duties. Research and prepare sensitive and confidential documents relative to management decisions. These documents may consist of, but are not limited to, adverse actions, grievances, and complaints. Review reports and correspondence to ensure compliance and conformance to Department, Division, and Bureau policies and procedures. Work independently preparing monthly, quarterly, administrative, and special reports for the Bureau and Division. Recommend editorial changes where appropriate and/or independently create or initiate necessary changes.

Establish and maintain relationships with various law enforcement and state agency personnel. Interact and work independently to coordinate departmental activities with these groups.

15% Maintain the Bureau Director’s calendar and appointment schedule; create meeting agendas; attend meetings, capture meeting notes, transcribe, prepare and disseminate to attendees and interested staff/management. Prepare travel arrangements and itineraries, which include conference requests, in-state and out-of-state travel and, completion of travel claims to ensure compliance with the California Department of Human Resources rules and regulations, as well as the California Automated Travel Expense Reimbursement System.

15% Act as liaison for the DOJRC personnel administration, oversee the recruitment of vacant positions, receive applications, confirm eligibility, schedule interviews, and coordinate interview panel. Process and complete Equal Employment Opportunity documentation to finalize job offers including the preparation interview response letters to applicants.

Act as the primary Attendance Coordinator for administrative staff, work with personnel specialists/liaisons on highly sensitive documents, and track probation and annual performance appraisals.

5% Exercise exceptional judgment in handling and directing confidential telephone and correspondence inquiries in accordance with Department, Division, and Bureau guidelines. This includes complaints from the general public based on the Public Records Act, as well as local, county, agency administrators, and executive staff. This requires research and gathering the appropriate information to prepare responses in a timely manner.

MARGINAL FUNCTIONS:

5% Provide back up secretarial support to DOJRC senior managers. Oversee the activities of the Student Assistant(s), providing guidance, training, and validate work assignments as necessary. Act as the Bureau liaison for the Attorney General Awards.
I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

________________________  __________________________
Employee Signature       Date   Supervisor Signature  Date