



DUTY STATEMENT

PR LOG #: FR26-221

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Executive Assistant				Executive Assistant	
BRANCH					
Legal, Audits and Charters Branch					
DIVISION				OFFICE	
				Administrative Support & Regulations Adoption	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R04	2	4027	174-071-1728-003	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
6 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		No	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
The Executive Assistant provides direct support in the most complex, confidential, and highly sensitive department and Legal Office issues. The Executive Assistant independently: composes letters, memoranda, and reports; may assist in the preparation of briefs, motions, and other legal pleadings; performs activities requiring attention to detail; and manages multiple tasks simultaneously. The Executive Assistant also works daily with the highest levels of government and court officials.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The Executive Assistant works under the direction of the General Counsel and three Assistant General Counsels and is supervised by the Supervisor II.					
SUPERVISORY RESPONSIBILITIES					
N/A					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, dual computer monitors, and printers.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Provides direct support to the General Counsel and two Assistant General Counsels in performance of their duties by processing and preparation of the most complex and confidential legal correspondence and documents prepared in various formats, including highly technical and sensitive legal briefs, motions, legislative responses, and legal opinions; maintains a thorough working knowledge of legal processes and procedures; reviews outgoing correspondence for policy consistency, format, grammar, and clerical accuracy; performs less technical legal research; develops, prepares and distributes special reports, such as the General Counsel's monthly report of significant Branch litigation, audits, and adverse personnel activities; independently tracks priority projects; and generates assignment reports as required. Has the ability to perform all activities with attention to detail and carry out multiple tasks simultaneously. Attends meetings on behalf of General Counsel and Assistant General Counsels, as appropriate. Serves as the branch liaison for the Legal, Audits and Charters Branch to the Executive Office. Coordinates work items under minimal supervision by tracking, logging, processing items utilizing Teams and the internal Correspondence Tracking System (CTS) to manage all work submitted for signature.

Relative % of Time Required: 30

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Maintains the General Counsel's and the Assistant General Counsels' calendars; prepares and collects materials for hearings, meetings, or presentations; arranges travel schedules and makes necessary reservations; prepares travel advance and reimbursement documents.

Reviews, reassigns, and determines disposition of all incoming correspondence for the General Counsel and Assistant General Counsels; reviews all documents prepared for the General Counsel's and Assistant General Counsels' signatures for format, content, grammar and spelling; types, edits, and formats written documents using a desktop computer; independently composes letters, memos and reports supplying factual information; ensures all documents are prepared and formatted using the appropriate style guidelines (Blue Book, California Style Manual, and the California Department of Education's Correspondence Guide and Style Manual); signs routine correspondence in the absence of the General Counsel and Assistant General Counsels; contributes to the update of the support staff desk manual.

Relative % of Time Required: 15

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Receives and screens visitors and telephone calls to the General Counsel and Assistant General Counsels; based on knowledge of the department, independently responds to requests for information from the Governor's Office, State Superintendent's Office, the Legislature, other state departments, CDE staff, and the general public; routinely transmits verbal instructions to and from the General Counsel and Assistant General Counsels to follow up on issues requiring policy considerations and decisions. Processes incoming and outgoing mail. Serves as Attendance Clerk for LACB. Orders office supplies.

Relative % of Time Required: 10	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Preparation and revision of delegation orders and Oath's of Office when requested by the SSPI, Chief Deputy Superintendent; independently prepares new and/or revised delegation orders upon changes in staff; and responds to inquiries related to scope of delegated authority to approved specific documents or activities. Monitors the Legal Advice Request email inbox; confers with the AGCs to assign the requests to the attorneys.		

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function
Duties Performed		
Participate in staff meetings; keep supervisors apprised of the status of projects and problems; assist other staff with critical projects; perform other job-related duties and provide other analytical and Division support as required		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		
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SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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PERSONAL CONTACTS

Contact with all levels of Legal, Audits and Charters Branch staff including the General Counsel, Assistant General Counsels, Deputy General Counsels, and and levels of Executive Office staff.

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EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor