

Nebraska Department of Education  
Classification Specification

Job Code: EDB706/EDR706/EDO706  
Paygrade: 45

Established: 6/02 Revised: ~~6/07-65/14~~

## Office Associate, Executive

**Purpose of Class:** Performs varied administrative support functions and/or confidential administrative assignments with a high degree of independence; assists administrative staff in carrying out assigned responsibilities; serves as a resource in interpreting Agency policy and procedures to staff, other governmental entities, and the general public; may supervise other associates in the performance of complex support activities; may represent Commissioner's office.

### Distinguishing Characteristics

**Level:** Sixth in a series of six

**Work Direction Received:** Limited; normally performs the work assignment according to own judgment; requests supervisory direction only when necessary

**Direction of Others:** Leads; provides direction to the work of lower-level employees

**Scope/Nature of Discretion:** General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

### Examples of Duties

Arranges for the representation of the Commissioner or Deputy Commissioner at meetings; assists at meetings/events and/or obtains the assistance of staff and others; prepares meeting documents and records, maintains logs of proceedings, as required; prepares various materials and records.

Assists in planning, preparing for, and carrying out the meetings, activities, special events, and general responsibilities of the State Board of Education.

At the direction of, or in consultation with, the Commissioner/Deputy Commissioner, provides written and verbal interpretations of policies, procedures, and directives to staff, other governmental entities, and the general public on matters pertaining to fiscal, administrative, and/or program areas; assists in drafting and reviewing documents such as contracts, agreements, and grants; responds to public inquiries for information; keeps staff informed of legislative, fiscal, and political developments related to their areas of responsibility.

Provides input to administrative staff on operational problems; recommends corrective actions such as procedural changes, forms revision, or shifts in work distribution; monitors effectiveness. Coordinates office staff absences and leave activities to assure effective work coverage. Independently handles routine items that arise during the Commissioner's/Deputy Commissioner's absence.

## Examples of Duties (continued)

Coordinates work flow and schedules office operations/support staff activities to facilitate the management of Agency operations; screens and directs calls; creates and maintains databases and provides content information upon request; maintains confidentiality in all aspects of Agency operations.

Coordinates public information/awareness activities to promote understanding of Agency operations and activities; develops drafts, provides input, and coordinates production of technical assistance documents.

Plans, organizes, and implements work assignments in such areas as accounting, budgeting, finance, grants, program liaison, legislation, travel, meeting and conference schedules; processes or assigns for processing the necessary forms for expense reimbursement, purchasing and payment, travel, and other functions; reviews, screens, forwards, and frequently responds to incoming correspondence.

Sorts and reviews mail; disposes of office detail not requiring official action; sends form letters and other materials, prepares group e-mails and bulk mailings, all relying on established correspondence guidelines/staff instructions; copies/faxes various materials and documents; orders and maintains office supplies, equipment, and publications.

Maintains regular and reliable attendance.

## Minimum Qualifications

~~High school diploma or equivalent; at least two years of postsecondary coursework; training in office practices and procedures; Associate's degree in related field and five years of related experience related to the essential functions/job duties of the position. in office practices and procedures pertaining to executive or administrative functions. Any equivalent combination of education and/or work experience may be substituted in order to meet the minimum qualifications of the position.~~

## Knowledge and Abilities

### Knowledge

- Formats used in written business communications
- English grammar, spelling, and principles of composition
- Types and uses of office equipment
- Computer software applications including word processing, spreadsheets, presentations, database management, and website development and maintenance
- Working knowledge of office filing systems, scheduling processes, other office processes, support functions, and specialized terminology
- Scheduling concepts and techniques required for arranging meetings and lodging/transportation reservations
- Working knowledge of accounting/record keeping principles and practices
- Sources of information pertinent to the assigned functions
- Organizational structure, mission, and activities of the Agency
- Administrative functions of assigned program

- Office management principles, methods, and procedures

#### Abilities

- Communicate orally and in writing to exchange information
- Establish and maintain effective working relationships

#### Abilities (continued)

- Understand and apply written/oral instructions
- Locate and summarize information from files and documents
- Maintain the confidential nature of information
- Operate office equipment, including computer, as needed to perform required duties
- Prepare a variety of internal reports and documents
- Advise Agency staff and the public on Agency policies and procedures
- Formulate and recommend alternative courses of action
- Understand, interpret, and apply rules, administrative policies, and program guidelines
- Implement program goals, objectives, and work priorities
- Independently handle routine items and effectively handle situations that arise during the absence of the Commissioner
- Coordinate the activities necessary to arrange conferences, hearings, and meetings
- Draft routine correspondence