

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

EXECUTIVE OFFICE ASSOCIATE

JOB DESCRIPTION

Employees in this job provide a variety of technical assignments for the Governor's Executive Office and select positions in the Department of State and Department of Attorney General.

There is one classification in this job.

Position Code Title - Executive Office Associate

Executive Office Associate 10

This is the advanced level. The employee performs a variety of technical, executive support, and/or office management services. The work is performed under general or administrative supervision.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs a variety of executive support tasks, which may be highly confidential and sensitive.

Serves as administrative assistant to the Governor, Lieutenant Governor, and other Executive Office officials.

Reads and screens incoming correspondence and reports, make preliminary assessments of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the executive and staff.

Receives and screens incoming calls and visitors, determines which are priority matters and alerts the executive accordingly. Makes referrals to appropriate executive staff or provides requested information.

Reviews, proofreads, and edits documents prepared for the executive's signature.

As liaison between the executive and subordinates or others, transmits directives, instructions, and assignments and follows up on status of assignments.

Coordinates and facilitates the executive's calendar to arrange appointments.

Informs government officials and others of the executive's position on issues.

Conducts special studies and surveys.

Researches, compiles, assimilates, and prepares confidential and sensitive electronic documents to brief the Governor or other executive regarding events and meetings.

Prepares briefing materials for the Governor.

Coordinates work by scheduling work assignments and establishing priorities.

Designs, revises, and/or establishes instructions for the work area.

Inputs, monitors, and maintains archival recording systems to track the status of correspondence requests and approvals.

Assures work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness, or accuracy.

Interprets statutes and legislative proposals and their ramifications to inform, update, or advise departmental and outside personnel.

Serves on interagency and federal government teams representing the Governor's office and the state of Michigan.

Answers inquiries regarding functions, rules, regulations, policies, and legislative proposals.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Knowledge of organization, subject matter procedures, instructions, and guidelines of Executive Office.

Knowledge of application of the missions of specific organizational entity to the performance of executive support activities.

Knowledge of organization, punctuation, and composition of business letters, reports, charts, and tabular material.

Knowledge of correct English usage, spelling, and punctuation.

Knowledge of the organization and maintenance of filing systems.

Knowledge of the techniques of receiving callers, making appointments, and giving information.

Knowledge of personnel practices.

Knowledge of the techniques of using reference material and organizing data for reports.

Ability to make decisions where precedents may not be established.

Ability to follow complex instructions.

Ability to compose letters and memorandum.

Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.

Ability to direct, review, and evaluate the work of other employees, as required.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

Ability to interpret and explain appropriate work instructions and guidelines to subordinate employees.

Ability to solve work related problems.

Ability to use a microcomputer may be required for certain positions.

Ability to analyze data and operations and make recommendations for changes.

### Working Conditions

There are stressful conditions such as workloads and/or deadlines inherent in positions in this class.

All positions are established on a limited-term basis.

### Physical Requirements

*None*

Education

Education typically acquired through completion of high school.

Experience

Executive Office Associate 10

Three years of experience equivalent to an Executive Office Assistant.

Special Requirements, Licenses, and Certifications

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EXCOFCASC

Job Code Description

EXECUTIVE OFFICE ASSOCIATE

Position Title

Executive Office Associate

Position Code

EXCIFASC

Pay Schedule

NERE-110P

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10/18/2013