

**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.

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.

Takes and transcribes dictation on technical and confidential matters from the executive.

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.

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

Conducts special studies and surveys.

Researches, compiles, assimilates, and prepares confidential and sensitive documents and briefs the executive regarding contents.

Coordinates work by scheduling work assignments and establishing priorities.

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

Reviews and interpret work instructions and guidelines; then, informs of necessary and/or appropriate changes.

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.

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.

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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 level typically acquired through completion of high school.

### **Experience**

Three years of experience equivalent to an Executive Office Assistant.

### **Special Requirements, Licenses, and Certifications**

None.

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**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

ECP Group NA  
Revised April 2011  
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