

OFFICE OF EDUCATIONAL QUALITY AND ACCOUNTABILITY

Executive Assistant:

Job Description

DEFINITION

The Executive Assistant performs responsible clerical/general office duties for the program areas within the Office of Educational Quality and Accountability (OEQA).

EXAMPLES OF WORK PERFORMED

Answers and places telephone calls, direct calls, take messages and follow-up accordingly.

Maintains databases including, tracking, editing, and keeping information current.

Maintains an efficient office environment to include assisting in the ordering of supplies/equipment, preparing travel itineraries, and participating in event planning.

Produces and edits a variety of documents and publications for OEQA.

Flexible and adaptable to changing requirements and priorities.

KNOWLEDGE AND SKILLS

Demonstrates proficiency in various software packages including Microsoft Office Professional (Word, Excel, Outlook, PowerPoint, and Access), attends continuing training to ensure current knowledge of relevant software.

Must demonstrate the ability to communicate effectively in both written and oral format with all internal and external contacts.

EDUCATION AND EXPERIENCE

Five years clerical/office experience

Bachelor's Degree preferred

SALARY RANGE:

\$34,000 - \$44,000 annually plus State benefits

Please submit resume to: info@oeqa.ok.gov