

JOB DESCRIPTION

TITLE: Executive Assistant II/III
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 0162/0164
SALARY GROUP: B19/B21
REVISED: January 8, 2024
REPORTS TO: Commissioner

GENERAL DESCRIPTION

Serves as an executive assistant for the Commissioner and/or Deputy Commissioner to oversee and plan the operations of the agency and direction for the Credit Union Commission. Provides highly responsible administrative support and technical program management for the Department. Coordinates regularly with office staff, management, and field staff to ensure the administrative policies and procedures of the agency are carried out. Duties performed within this position require a high degree of confidentiality. Works under limited supervision of the Commissioner or Deputy Commissioner with latitude for initiative and independent judgment. May assist an executive on high-level administrative matters.

CONTACTS

Extensive daily contact (face-to-face, telephone, and in writing) with all levels of management and staff, as well as outside contact with credit unions, other regulatory authorities, the Commission, the Texas Legislature, and all other contacts of the Commissioner and/or Deputy Commissioner. Responds to telephone inquiries from the public and legislative offices.

DUTIES AND RESPONSIBILITIES

Assists the Commissioner or Deputy Commissioner in the daily implementation of the Department's policies and procedures:

1. Assists the Commissioner or Deputy Commissioner in major project organization, including compiling and analyzing data, making calculations, and preparing, maintaining, tracking, and disseminating reports.
2. Coordinates and prepares correspondence, reports, studies, forms and documents for the Commissioner or Deputy Commissioner.
3. Maintains electronic calendar for the Commissioner or Deputy Commissioner which include department-wide scheduling. Schedules appointments, coordinates meetings and conferences, develops trip itineraries and presentation materials, and coordinates air and ground travel.

4. Assists in preparing documents in proper format for posting to the website.
5. Records and prepares minutes from meetings, as necessary, including Credit Union Commission, Commission Committees, and other meetings.
6. Generates and distributes job assignments as needed and follows-up on projects assigned to staff members for timely submission.
7. Performs limited travel, when necessary.
8. Coordinates or serves as backup coordinator of Credit Union Commission meetings, including compilation and distribution of information, materials, and reports for the Credit Union Commission. Maintains contact with Credit Union Commission members.
9. Performs daily operations including directing daily mail and other assignments to proper personnel, preparing daily correspondence reports, studies, forms, and documents; answering inquires by telephone, mail, Internet E-mail, etc.; and greet visitors as needed. Schedules conference calls and meetings for executives. Develops, coordinates, and maintains recordkeeping and filing systems for executive documents and information.
10. May work under the direct supervision of a higher-level executive assistant, at the discretion of executive management of the agency.
11. Performs other work including special projects, as assigned.

SUPERVISION RECEIVED

Reports to the Commissioner.

GENERAL QUALIFICATION REQUIREMENTS

- Experience and Education:

At least eight years of progressive responsible experience in office practices and administrative procedures. A high school diploma or successful completion of the GED is required. Graduation from an accredited four-year college or university is preferred. Experience and education may be substituted for one another.

- Knowledge, Skills, Abilities:

1. Ability to manage multiple projects and deadlines, utilizing good judgment and initiative concerning priorities, methods, and agency procedures, to accomplish duties.

Executive Assistant IV Job Description

2. Sound verbal and written communications skills as well as outstanding human relations and organizational skills.
 3. Ability to establish and maintain effective working relationships with supervisors and co-workers, deal with the public, and communicate effectively.
 4. Highly proficient in the use of the Internet and personal computers, with ability to operate various software applications for word processing, database and spreadsheet design and maintenance, e.g., Microsoft Word, Access, Excel, Power Point, SharePoint.
 5. Knowledge of office management, practices, and procedures. Some knowledge of applicable rules and regulations, as well as familiarity with legislative practices is preferred.
 6. Ability to maintain schedules and coordinate paper flow of Commissioner and/or Deputy Commissioner.
 7. Ability to oversee and supervise the work of others.
- Other:
 1. Must possess or obtain within six (6) months a valid Texas driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.
 2. Must be able to lift paper and other supplies of up to 20 pounds.
 3. Must satisfy a criminal activity background check.