

Missouri Department of Transportation Job Description

Job Title: Senior Executive Assistant

Title Code: R01146

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office - Director's Office; Chief Counsel's Office; or Commission Secretary's Office

Effective Date: 12-16-2024

Replaces (Effective Date): 07-01-2022

General Summary

The senior executive assistant performs secretarial and administrative assistant duties for members of the director's office, chief counsel, or secretary to commission. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET
- Six years of experience in progressively responsible office assistant and/or executive assistant positions.

Special Working Conditions/Job Characteristics

Examples of Work

1. Maintains an appointment calendar, schedules meetings, reserves meeting rooms and gathers files or materials for meetings.
2. Answers incoming telephone calls and greets office visitors and determines whether they should be given access to specific individuals; evaluates requests and routes inquiries to the appropriate department personnel.
3. Reads and analyzes incoming memos, submissions, and reports in order to determine their significance and plan their distribution; prepares responses to correspondence containing routine inquiries.

4. Maintains a computer-based assignment log for tracking assignments; provides a printout of overdue and uncompleted assignments.
5. Types and formats complex forms, letters, speeches, reports, and other materials, usually requiring familiarity with specialized terminology, working from rough draft, dictation and/or dictating equipment; proofreads completed work to check for correct grammar, spelling, and to ensure proper formatting is used; types Commission minutes and agendas.
6. Makes travel and hotel arrangements for staff or members of the Highways and Transportation Commission; may process expense accounts and timesheets.
7. Establishes and maintains paper and electronic filing systems for records, correspondence, and other material.
8. Attends meetings in order to record minutes; compiles, transcribes, and distributes minutes of meetings.
9. May type drafts of contracts, legislative bills, and various related items.
10. Organizes and assembles backup information for Commission meetings.
11. Performs other responsibilities as required or assigned.