

The Department of Education and Early Development is seeking an Executive Secretary III in the Commissioner's Office. This position is essential to providing administrative and clerical support to the Commissioner and the State Board of Education in the areas of travel coordination, meeting logistics coordination, and creation and tracking of correspondence on a daily basis. The incumbent will post proposed changes to regulations for public comment, collect all public comment and collate comments for State Board of Education review. Additionally, the selected candidate will be responsible for preparation of meeting packets for State Board of Education meetings and for taking and transcribing minutes from said meetings.

This position provides leadership for one Education Associate position and serves as a resource to employees on department protocols. In addition, this position serves as the Records Officer for the Department, which includes being the point of contact for former employees of schools in the Unorganized Boroughs to access their employment records. The Executive Secretary is a service oriented position, providing service to the State Board of Education, the Administration, and the public. This position sets the tone for customer service in the executive offices.

We are seeking an applicant with some or all of the following knowledge, skills, abilities, and experience:

- Strong customer service skills and the ability to maintain a positive demeanor under stress and in the face of difficult customer interactions.
- Clerical or secretarial experience which included being responsible for a senior executive's appointment schedule.
- Experience planning and organizing travel, preferably following government travel rules.
- Experience coordinating logistics for meetings and presentations.
- Knowledge of complex filing systems.
- Experience maintaining absolute confidentiality.
- Skill in organizing work with multiple, often competing deadlines.
- Skills and experience in writing and editing documents, letters, and memorandums.

Minimum Qualifications

Positions allocated to this job class are in the partially exempt service, in accordance with AS 39.25.120(c)4), and serve at the pleasure of the appointing authority.

Desirable Qualifications:

One year of experience as a Secretary or Law Office Assistant with the State of Alaska or the equivalent elsewhere.

OR

Two years of clerical or secretarial experience.

HOW TO APPLY

Applicants shall submit a cover letter describing their qualifications and experience related to the desired traits listed above, a current, complete resume, and a list of professional references with current contact information.

Materials must be delivered to the address below not later than 4:30 p.m. Alaska time, September 18, 2017.

Office of Human Resources
Executive Secretary Recruitment
Department of Education & Early Development
801 W. 10th Street, Suite 200
P.O. Box 110500
Juneau, AK 99811-0500

Alternatively, materials may be e-mailed to bobijo.grimes@alaska.gov.

For more information about the position, contact Bobi Jo Grimes at 907-465-5536 or bobijo.grimes@alaska.gov.

The State of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-2815 (TTY).