DENVER
THE MILE HIGH CITY

Office of Human Resources
Executive Assistant I - CA2177

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General Statement of Duties

Provides administrative/secretarial support and/or office management for a core middle manager responsible for significant operational/functional area(s).

Distinguishing Characteristics

This is the first level of a three level series. This is not a progressive class series. Incumbents in this class perform administrative/secretarial support and/or office management specifically for a core "middle" manager responsible for significant operational/functional area(s). This class is distinguished from an Executive Assistant II which provides administrative/secretarial support and/or office management for a manager responsible for multiple large divisions with complex operational/functional areas or the highest level manager of smaller agencies. An Executive Assistant I is distinguished from the Executive Assistant III that provides administrative/secretarial support and/or office management for an executive of a charter department or independent agency.

The Executive Assistant I is distinguished from an Administrative Support Assistant IV that performs specialized and/or technical office support work that requires detailed knowledge of the specialized/technical area. The Executive Assistant I is distinguished from the Administrative Support Assistant III that performs a variety of full performance level office support work.

Essential Duties

Information Management – Prepares, monitors, tracks, updates, reviews, maintains, and edits internal and/or external documents; keeps advised of the current status of the work of the manager and anticipates the manager's needs by gathering records, reports, correspondence, statistics, or other information; and maintains the manager's appointment calendar, arranges/coordinates appointments, meetings, conferences, and contacts the appropriate individuals to attend.

Communication – Communicates general information with internal staff and external entities; briefs manager on subject matter for upcoming meetings/events; answers telephones, screens calls and visitors, and directs individuals to the proper contact; prioritizes communication efforts of the manager; attends meetings and takes notes for the manager; and prepares presentations for the manager.

Policies and Procedures – Maintains, edits, and reviews policies and procedures for grammatical structure and consistency; updates manuals; types, edits, approves, documents, and distributes updates; prepares databases that assist with documentation; revises and recommends procedures or methods to comply with new or revised requirements; and explains, interprets, and implements office policies and procedures to internal and external contacts.

Expenditure Controls – Monitors, verifies, tracks, and documents expenditures or revenue; prepares budget documents; determines office needs and makes recommendations for supplies and equipment; monitors and tracks resources for operation; and creates and prepares forms and/or other documents to support the manager's budgetary responsibility.

Human Resources/Supervision – By position, assists with performance evaluations of agency or department staff by preparing documentation; provides recommendations to manager for performance evaluation of assigned staff; trains new employees in administrative support functions as needed; and delegates assignments to subordinates.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of budget documents sufficient to be able to monitor expenditures.

Knowledge of standard office practice and procedures sufficient to be able to process various types of paperwork associated with office support duties.

Knowledge of policies, procedures, rules, and laws relative to the specified area.
Skill in utilizing computer software to accomplish a variety of tasks.

Skill in facilitating highly confidential matters related to the agency or departmental policy.

Skill in operating a telephone system and screening calls.

Level of Supervision Exercised

By position, supervises clerical or technical staff and/or performs lead work.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of clerical or office support work experience that includes two years of specialized/technical experience.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: Ability to distinguish and identify different colors.
Depth Perception: Ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-11
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date: 9/1/2025
Revised By: BM
Class History: 9/1/25 – Removed Default Assessment Test per TA/HRTI audit.