

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

**Occ. Code 2827400**

**Executive Assistant, NS**

**18, 23**

**2827400**

Brief Description of Class

Incumbents perform a variety of high-level professional administrative duties requiring knowledge of an agency's operations and familiarity with State government. They act as a liaison for agency executives with internal staff and external constituents.

Distinguishing Characteristics

18: performs the full range of tasks but the level of involvement is limited by the size and scope of the program or reporting relationship.

23: usually reports to the head of the agency; works under broad guidelines, selects the best course of action from several alternatives, and sets own priorities based on a review of the work to be performed and knowledge of the program(s).

The four categories of agencies are based on size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

- Formulate special studies, research issues, and develop reports and recommendations.
- Delegate, on behalf of the agency head, assignments to program staff; provide periodic status reports on such assignments; and ensure completion by deadline.
- Research content, edit, and summarize agency head's speeches and remarks.
- Review, clarify, and interpret policy proposals submitted by agency staff, highlighting key points for review by the agency head or other executive staff.
- Serve as liaison with executive and management staff at own agency and other State agencies.
- Research and assemble pertinent facts required by the executive staff to make decisions or reply to correspondence.

- Draft correspondence for own, agency head, and executive staff's signature.
- Review and edit responses to correspondence from staff for the agency head's signature.
- Summarize various reports, articles, and other documents for the agency head or other executive staff.
- Coordinate attendance at meetings and events by the agency head or other executive staff.
- Participate in investigating complaints against agency from constituents and recommend appropriate action.
- Assist in issuing various documents that emanate from the agency head and other executive staff.
- May supervise professional and administrative and support staff.

### Minimum Qualifications

18: bachelor's degree and two years of relevant experience. \*

23: bachelor's degree and three years of relevant experience. \*

\*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**Note:** Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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