

## Northern California Conference

<b>DATE:</b>	January 12, 2023	<b>Job Description</b>	Executive Administrative Assistant
<b>LOCATION:</b>	NCC Office - Administration	<b>Title:</b>	
<b>STATUS:</b>	Full-time/Regular/Non-Exempt	<b>Wage/Salary:</b>	\$
<b>REPORTS TO:</b>	Executive Secretary	<b>ERI Category:</b>	26
		<b>Job Code:</b>	<b>Step/Percent:</b>

**SUMMARY:** Provides executive administrative assistant support to the Conference Executive Secretary.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Greets walk-ins and directs them as needed.
2. Answers and screens telephone calls and assists callers with necessary information.
3. Manages mail.
4. Scans, copies, and files as needed.
5. Assists in preparing for meetings, setting up materials and presentations, and assisting employees at meetings.
6. Creates and maintains department files according to NCC documentation retention requirements.
7. Updates and maintains service records for employees on a regular basis and sends on alternate years.
8. Completes the annual service record report.
9. Assists with mass mailings of department-related communications.
10. Serves as recording secretary for various meetings.
11. Develops and sends correspondence when needed.
12. Produces, distributes, and maintains minutes for various committees.
13. Updates and maintains standard operating procedures for department.
14. Maintains church history files and some legal documents.
15. Processes travel requests.
16. Sends notices for various meetings.
17. Prepares and issues credentials/licenses.
18. Updates information for *SDA Yearbook*.
19. Maintains and updates information for ordination track.
20. Processes applications for new companies and churches.
21. Prepares certifications for ordinations, new companies, and church formations.
22. Develops notices for Constituency Sessions and gives them to the Communication Department to send to the *Recorder*.
23. Sends notices and forms to pastors and clerks for Constituency delegate information.
24. Enters and updates delegates to the Constituency.
25. Recruits registration staff and greeters (salaried employees only) for Constituency day.
26. Prepares and maintains operating committee list and purpose for each committee.
27. Prepares annual parsonage exclusion list.
28. Updates *Ministry* magazine subscribers.
29. Identifies Union Executive Committee excerpts and prepares for Conference Executive Committee.
30. Submits NCC delegate list for the Pacific Union Conference Constituency Session to the Union
31. Works with Union office on Pacific Union Conference calendar.
32. Sends Redwood Camp Meeting assignment letter to pastors and leaders.
33. Creates Redwood Camp Meeting leader and staff lists.
34. Keeps list of approved doctoral candidates.
35. Maintains Master of Divinity list.
36. Assists with annual clerks' orientation and training.
37. Develops and maintains monthly transition report.

38. Processes Conference office and Pastor employment information.
39. Updates NAD year-end statistical report.
40. Updates various committee binders.
41. Issues conflict of interest forms for CEC members and NCC employees to sign.
42. Maintains executive secretary page on the NCC website.
43. Processes NAD service requests.
44. Orders policy books, yearbooks—and DVDs of both.
45. Processes ministerial scholarship.
46. Performs other related duties as assigned by supervisor.

#### **JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

#### **JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

#### **Education and/or Experience**

An associate degree and two years experience are desired. (Another equivalent combination of education and experience may be substituted.)

#### **Language Skills**

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquiries or complaints.

#### **Mathematical Skills**

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

#### **Computer Skills**

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and have knowledge of applicable programs and software.

#### **Reasoning Ability**

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

#### **Certificates, Licenses, Registrations**

None required. (Must be a member of the Seventh-day Adventist Church, in good standing.)

#### **Other Skills and Abilities**

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Must have organization and attention to detail skills. Regular attendance is required.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor's prior approval. A work day is 9.5 hours worked between 7:30 a.m. and 6:00 p.m. Monday - Thursday.

**\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**