

Nassau County is seeking qualified candidates for the position of Executive Assistant.

Job Description:

Under general supervision, this position is professional in nature and requires the use of considerable tact and judgment in performing complex and confidential administrative duties. This is a fast-paced environment and requires a strong work ethic, dependability and a professional and positive outlook. Duties require detailed knowledge of departmental functions, policies, practices and procedures.

Qualifications & Responsibilities:

- Must have excellent communication skills and the ability to screen calls and determine level of importance
- Ability to multi-task and prioritize work
- Ability to work well with all levels of management and staff, be resourceful and have a positive attitude
- Manage a busy calendar and coordinate events
- Prepares agenda for departmental meetings
- Establish, develop and maintains filing system
- Reviews and prepares correspondence, reports, memos and emails
- Ability to demonstrate discretion and handle highly confidential information with detail and organization
- Must have excellent computer skills including Microsoft Office
- Ability to work under pressure and meet deadlines
- Strong attention to detail and follow up
- Maintains effective working relationship with other departments, agencies and organizations interested in the activities of the department
- Ability to express oneself effectively, both orally and in writing
- Ability to work late nights, as needed.

Education and Experience:

Bachelor's degree from a regionally accredited or New York State registered college or university and

Five years of satisfactory hands on administrative support

For consideration, please send resume, cover letter and salary requirements to:
jobs@nassaucountyny.gov, with "EA" on subject line.

Nassau County Residents Preferred. Benefits package and NYS Pension.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR