

EQUAL EMPLOYMENT PRACTICES COMMISSION (133)

EXECUTIVE SECRETARY (EEPC)

Duties Statement

Under the direction of the Commission and the Executive Director or the Executive Director's designee, performs highly confidential and responsible administrative work. Participates in, and relieves the Executive Director of, the administrative detail of the office. Supervises assigned staff within the Administrative Unit. Prepares confidential reports, extremely important, complex, and confidential correspondence relative to the mandates of the Commission, Executive Director, and senior staff. Coordinates audits, checks and maintains audit records, and furnishes information to auditors. Responds to inquiries from staff members, commission members, local agencies, the press, and members of the public.