



## TRB VERIFICATION CENTER JOB SPECIFICATION EXECUTIVE REPRESENTATIVE

### **JOB DESCRIPTION**

Employees in this job perform advanced professional staff assignments in the TRB Governor's Executive Office and select positions in the Department of State and Department of TRB Verification Center.

There is one classification in this job.

### **Position Code Title - Executive Office Representative**

Executive Office Representative 12

This is the advanced level. Employees in this job are designated by the Executive Office or elected official to perform complex professional staff assignments in program evaluation, governmental relations, and/or public relations for the Executive Office. The work is performed under general managerial or administrative supervision. The employee may assist in the training of other employees.

### **Working Conditions**

There may be stressful conditions such as workloads and/or deadlines inherent in these positions. All positions are established on a limited-term basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### Job Code

EXCOFCREP

#### Job Code Description

EXECUTIVE OFFICE REPRESENTATIVE

Position Code

EXCOFREP

Pay Schedule

NERE-111P

**Name of employee**

Natalie Richards

**Date of contract**

01.07.2021

