

Administrative Assistant I – Mediation & Arbitration

Distinguishing Characteristics of Work

This is responsible work performing a variety of secretarial, administrative support, and clerical duties for the Court Mediation and Arbitration Unit. The Administrative Assistant I is responsible for an extensive amount of data entry, as well as determining the accuracy of calculations and other content on mediation submissions. Covering the front desk, answering phones, taking messages, routing calls and greeting visitors to the office is done on a rotational basis. The Administrative Assistant I utilizes several computer programs. Work is performed under general supervision.

Education and Training Guidelines

Graduation from a standard high school and three years of secretarial experience, one year of which was in a secretary specialist or comparable position. Successfully completed studies at an accredited four year college or university, or two year college or vocational school may substitute for the recommended experience on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of and ability to use a word processor.
Ability to work under pressure and meet deadlines.
Ability to plan and establish priorities for work assignments.
Knowledge of the rules of English grammar, spelling, and punctuation.
Ability to perform basic mathematical computations.
Ability to communicate effectively.
Ability to deal tactfully and patiently with employees and the general public.
Ability to maintain confidentiality concerning sensitive information.
Ability to lift 10-15 pounds.
Timeliness and attendance are essential functions of this position.