

ADMINISTRATIVE ASSISTANT I

Office of the General Counsel

Distinguishing Characteristics of Work

This is responsible work performing a variety of administrative duties assisting a non-judicial officer or administrator and professional staff in managing the daily operations and support functions of a court program or administrative office. The Administrative Assistant I may perform background checks, process contracts, collect data for and prepares statistical reports, provides information to court-related personnel and the public, creates and maintains automated office systems and covers the front desk in Court Administration as needed. Working relationships are established with judges, court-related personnel, and attorneys. Work is performed under general supervision. Timeliness and attendance are essential functions of the job.

Education and Training Guidelines

A bachelor's degree from an accredited four year college or university and one year of experience in administrative support or administrative work.

A master's degree may substitute for the recommended experience.

Progressively responsible administrative or administrative support may substitute for the recommended college training on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations and simple statistics. Ability to plan and prepare reports, correspondence, and charts in a variety of formats. Ability to use a personal computer and word processing applications and spreadsheets. Ability to organize work, establish priorities, and maintain effective systems. Ability to manage multiple assignments including long and short range projects. Ability to communicate effectively. Ability to deal tactfully with judges, court-related personnel, and the public. Ability to use independent judgment and discretion concerning confidential information.