



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY  
invites applications for the position of:**

**Administrative Assistant II**

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<b>SALARY:</b>	\$28.85 - \$31.25 Hourly \$60,000.00 - \$65,000.00 Annually
<b>DEPARTMENT:</b>	Court Administration
<b>OPENING DATE:</b>	05/25/21
<b>CLOSING DATE:</b>	Continuous

**NATURE AND VARIETY OF WORK:**

The incumbent will report to the Deputy Court Administrator/Jury Commissioner. Functions will include serving as an operations and administrative coordinator (calendar and scheduling management, meeting preparation, logistical coordination), office administration, event planning, financial tracking, inter-office communications, special projects, and other duties as assigned. The successful candidate will be able to manage multiple, varying priority level, projects as needed. The position requires absolute discretion in many matters of confidentiality, and candidates should demonstrate ability and inclination to maintain confidentiality. The candidate will operate independently while keeping supervisors aware of progress. The incumbent will also serve as an alternate administrative support professional to the Court Administrator.

**EXAMPLES OF WORK:**

The incumbent performs a full range of professional administrative assignments to include, but not limited to:

- Manage calendars and comprehensive schedules for the Deputy Court Administrator/Jury Commissioner.
- Interact with internal and external contacts at all levels of the Court, Maryland Judiciary, and outside constituents to schedule and confirm all participants in meetings.
- Coordinate with relevant members of the internal team to ensure proper communication on schedules.
- Keep Directors/Managers informed of relevant organizational events, to include daily/weekly/bi-weekly/monthly meetings, long-range calendar scheduling.
- Coordinate with the Deputy Director on tasks/assignments/projects that require follow-up from other divisions/agencies to ensure deadlines are met.
- Review documents for official completeness, accuracy, signature, and conformance with style, format, or procedural requirements and guidelines.
- Develop agendas for various meetings (to include, but not limited to Judicial Luncheons, Bench Meetings) and manage logistics, including arranging rooms, refreshments, circulating materials, and other needs.
- Execute meeting and event logistics: coordination of committees, organizing and planning for events, arrangements for external visitors including travel, accommodations and scheduling of the itineraries. Schedule group meetings and related appointments as necessary
- Attend meetings as requested and take meeting minutes.
- Screen all incoming calls and requests, using proper judgment and discretion, and creating independent correspondence in response to inquiries.

- Coordinate travel arrangements and itineraries, book transportation and lodging. Serve as the purchase card holder for travel related expenses; review and process financial transactions expeditiously and accurately.
- Schedule special initiative meetings, Directors/Managers meetings, and other priority or office-wide meetings, as needed.
- Review and coordinate responses on incoming correspondence.
- Track and distribute action items to the appropriate Director and/or Division.
- Edit and produce final copies of formal correspondence, correspondence summaries, briefings, reports and a wide variety of other analytical documents, to include spreadsheets, talking points, speeches, and travel itineraries for signature.
- Develop and maintain an electronic filing system of records; maintain hard copies as needed.
- Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work

## **MINIMUM QUALIFICATIONS:**

### **Minimum Qualifications**

Bachelors degree with completion of major course work in Liberal Arts, one of the Social Sciences, or Public or Business Administration, supplemented by one (1) year of staff assistance experience, preferably in County government; or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

The candidate should also possess:

- Excellent organizational and analytical skills with strong attention to detail.
- Ability to take initiative and work under minimal supervision.
- Ability to work with a range of colleagues from the peers to senior leadership levels.
- Ability to manage workflow for timely completion of work and to balance multiple priorities with competing deadlines.
- Eagerness to learn about interdisciplinary initiatives, research operations, grant management, contracts/agreements, and memorandums of understanding.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work successfully under pressure and resolve issues with team members.
- Ability to exercise discretion and uphold confidentiality across office projects and activities.
- Ability to interpret and follow complex instructions and perform work accurately.
- Superior customer service skills to include the ability to exercise tact, professionalism, respect, and courtesy.
- Thorough knowledge of the Microsoft Office suite to include Outlook, PowerPoint, and Microsoft Word.

### **Work Environment and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to effectively use and operate various items of office related equipment, such as, but not limited to: a personal computer, scanner, printer, copier, and fax machine. The employee is occasionally required to squat, stoop or kneel, reach above the head and reach forward, lift and/or move up to 25 pounds, pull, push, grasp, or perform repetitive motion.

### **Preferred Qualifications**

Two to four years of specialized experience functioning as an assistant to a senior manager or official.

## ADDITIONAL INFORMATION:

This is an at-will position. This job announcement is open until filled. All applicants are subject to a background check.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.princegeorgescourts.org/>

Position #19-00030  
ADMINISTRATIVE ASSISTANT II  
GS

14735 Main Street  
Room M2407  
Upper Marlboro, MD 20772  
301-952-3707

[humanresources@co.pg.md.us](mailto:humanresources@co.pg.md.us)

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### Administrative Assistant II Supplemental Questionnaire

- \* 1. Which of the following best describes your level of completed education?
  - Doctorate
  - Juris Doctorate
  - Master's Degree
  - Bachelor's Degree
  - Associate's Degree
  - Some College
  - High School Diploma or G.E.D.
- \* 2. If you responded 'Some College', how many credit hours have you earned?
- \* 3. Please select your field of study.
  - Liberal Arts
  - Social Sciences (General)
  - Business/Public Administration
  - Psychology
  - Other
  - N/A
- \* 4. How many years of experience do you have providing administrative support to a manager or senior executive?
  - 4 or more years of experience.
  - 3 years, but less than four years of experience.
  - 2 years, but less than 3 years of experience.
  - 1 year, but less than 2 years of experience.
  - Less than 1 year of experience.
- \* 5. Which of the following best describes your skill level using slide show presentation programs (i.e. Google Slides, Microsoft PowerPoint, and Keynote)?
  - No significant experience using slide show presentation programs
  - Experience reading and creating slide show presentation programs and saving and

printing slides

All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting slides or data

All of the skills listed above PLUS creating animation schemes and slide transitions, embedding videos, and timing slide shows

\* 6. Which of the following best describes your skill level using word processing programs (i.e. Apple Pages, Google Docs, and Microsoft Word)?

No significant experience using word processing programs.

Experience creating word processing documents; saving and printing data

All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data

All of the skills listed above PLUS creating tables and charts

\* 7. Which of the following best describes your skill level using spreadsheets (i.e. Apple Numbers, Google Sheets, and Microsoft Excel)?

No significant experience using spreadsheets

Experience reading and creating spreadsheets/worksheets; saving and printing worksheets

All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data

All of the skills listed above PLUS creating formulas and charts

\* Required Question