


## Maryland Judiciary Job Description

	<b>Official Title</b>	Administrative Assistant
	<b>Job Code</b>	1014
	<b>Business Title</b>	Administrative Assistant
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position is an entry-level administrative support position requiring short *on-the-job* training on office procedures. Performs receptionist duties, processes and tracks basic office paperwork/transactions, files, maintains data/information, and performs basic financial transactions. Work is performed under moderate supervision.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs receptionist duties, including answering, screening and routing telephone calls, and taking messages. Coordinates meetings, facilities and schedules and makes appointments.
- Sorts, files, and retrieves correspondence; copies and distributes files, records, reports, documents, and materials. Types basic memorandums, labels, envelopes, etc.
- Receives, opens, sorts, and distributes mail, parcels, files, and other materials. Purges files in accordance with established procedures, schedules, or legal requirements. Collects, seals, and stamps mail and arranges for courier service.
- Maintains office supplies, forms, and materials; maintains equipment service contracts and schedules routine maintenance.
- Receives records from other courts, reviews for further processing, and returns records to appropriate court at case resolution (court-related function only).
- Assembles records and briefs to distribute to assigned judges (court-related function only).
- Performs data entry; tabulates and analyzes records; prepares, proofreads, and edits reports and charts, and performs simple arithmetical calculations, as needed.
- Processes invoices for payment, codes appropriately, and performs minor budget reconciliations.
- Reviews, completes, codes, processes, and files various forms, applications, and records in accordance with established practices, standards, and timelines and pulls files necessary to support departmental activities.

### MINIMUM QUALIFICATIONS

#### Education and Experience

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- High school diploma (or GED equivalent).
- Two (2) years of related work experience.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- Basic English and Arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- General office practices, procedures, and equipment.
- Judicial policies, procedures, and forms.
- Standard business practices in record processing.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Recordkeeping techniques.

#### Skill in:

- Usage of standard office equipment, computer equipment, and computer applications.
- The use of Microsoft Office products to include, but not limited to, Excel, Word, PowerPoint, Outlook, etc.
- Typing on a personal computer.
- Accuracy and attention to detail.
- Problem solving and managing priorities to meet critical deadlines while multitasking.
- Organization and time management.
- Basic English and Arithmetic.

#### Ability to:

- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.
- Understand and carry out verbal and written instructions.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Use and maintain alphabetical and numerical filing systems.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Understand and abide by departmental rules, regulations, and procedures.

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- Maintain confidentiality.
- Accurately prepare and process a variety of reports and documents.
- Perform basic arithmetical calculations and computations accurately.

### SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

### PHYSICAL DEMANDS

*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.*

This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

### WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	July 2015
<b>Dates revised:</b>	July 2019; October 2020