


## Maryland Judiciary Job Description

	<b>Official Title</b>	Administrative Office Specialist
	<b>Job Code</b>	1018
	<b>Business Title</b>	Office Manager
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position performs a wide variety of experienced administrative support and office management duties requiring considerable knowledge of the department's purpose, functions, and activities, as well as knowledge of the Judiciary's organization, policies, and processes. Typically acts as "gatekeeper" for the head of a unit and as liaison for internal and external stakeholders. Drafts correspondence, reports, and documents on behalf of a senior official with knowledge of the individual's style and intent. May lead and/or supervise one or more support positions. Work is performed under general 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.*

- Prepares a range of general to complex correspondence, memorandums, and reports on behalf of the administrative official, department, or assigned unit.
- Arranges meetings and logistics, prepares agendas, coordinates packets/handouts, and composes meeting minutes for executive staff, project, and/or team meetings.
- Makes travel arrangements and state vehicle reservations; processes expense reports, as needed.
- Answers, screens, and routes telephone calls; maintains calendars and makes appointments.
- May perform human resources functions, including maintaining personnel files, performing orientations, distributing, collecting and coordinating new hire, retirement, promotional, reclassification, termination, and health benefits paperwork; compiling time and attendance reports; tracking and maintaining leave usage; may serve as an HR Liaison and attend meetings, as needed.
- Orders supplies, equipment, and forms using purchase order system; reviews invoices and match with purchase orders; verifies receipt of goods, researches discrepancies, and makes necessary adjustments; forwards invoices for payment and processes expense reports.
- May supervise, train, assign, review, and evaluate the work of other secretarial or clerical employees.
- Sorts, files, and retrieves correspondence; copies and distributes files, records, reports, documents, and materials, as required.

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- 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; arranges for courier service.
- Maintains office supplies, forms, and materials; maintains equipment service contracts and schedules routine maintenance.
- Composes extensive data or research reports; performs general data entry; tabulates and analyzes records and prepares various ad-hoc and/or monthly reports, charts, and/or summaries.
- Performs arithmetical calculations to track expenditures, budget reconciliations, and generate budget reports, as needed. May assist with the annual fiscal year budget process and preparation.
- Compiles and checks accuracy of data from various sources for administrative reports; types routine data records and statistical reports.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- High school diploma (or GED equivalent).
- Three (3) years of work experience providing secretarial, clerical, or administrative work involving the use of a personal computer and word processing software.

### 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 and procedures.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Personal Computers and software to include, but not limited to, Microsoft Office Suite.
- Judiciary policies and procedures.
- Legal terminology and judicial system language.
- Basic accounting principles.

#### Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Typing on personal computer.
- Organization and time management.
- Accuracy and attention to detail.

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- Customer service and handling problems tactfully and patiently.
- Reading, comprehension, proofreading, and editing.
- The use of Microsoft Office products to include, but not limited to, Excel, Word, PowerPoint, Outlook, etc.
- Interpersonal communication and relations.

### Ability to:

- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.
- Communicate clearly, tactfully, and effectively both verbally and in writing.
- Compose routine and complex business correspondence to include, but not limited to reports, records, and documents.
- Use and maintain alphabetical and numerical filing systems.
- Perform basic arithmetical calculations and computations accurately.
- Understand and carry out complex oral and written instructions.
- 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.
- Establish and maintain effective working relationships.
- Maintain confidentiality.
- Provide assistance, guidance, and direction to others in a polite and efficient manner.

### SUPERVISORY RESPONSIBILITIES

This position may have formal supervisory or lead 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 light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The use of arm and/or leg controls requires exertion of forces greater than that of sedentary work, however the worker sits most of the time.

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## 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>	June 2020; October 2020