


Maryland Judiciary Job Description

	Official Title	Senior Administrative Aide
	Job Code	1029
	Business Title	Executive Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position performs a wide variety of complex and highly technical administrative and para-professional duties. Typically oversees all administrative operations for a senior official (Chief Judge, Chief Clerk, Senior Executives). Reviews and prioritizes all incoming correspondence and coordinates responses. Frequently interacts with high ranking officials. Compiles data, conducts research, and drafts reports. Requires knowledge of judicial system, court operations, and legal documents and procedures. Work is performed under limited 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.

- Provides advanced administrative support to one or more administrators or senior executive staff.
- Types correspondence, statements, reports, tables, forms, and other documents from corrected copy, rough draft, or oral instructions using a personal computer.
- Acts as an intermediary for the Administrative Official maintaining frequent contacts with the public, administrators, judges, professional staff, and other state or local government officials.
- Interprets administrative decisions and policies to staff and transmits instructions with the authority of the supervisor.
- Relieves the supervisor of operational details by assembling, compiling, and summarizing data into a concise form and preparing reports.
- Receives telephone calls and visitors and arranges for appointments.
- Coordinates meetings, conferences, hotel and travel arrangements, as necessary.
- Provides information to callers regarding operations, policies, and procedures governing the Judiciary's operations.
- Obtains material from a variety of sources to be used for articles, reports, and speeches.
- Maintains important and confidential records, schedules, expense accounts, and office supplies.
- Reads reports and summarizes information to facilitate the supervisor's review.

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- Opens, sorts, reads, and distributes incoming correspondence.
- Proofreads outgoing correspondence and reviews records for completeness and accuracy.
- Prepares and maintains statistical and numerical reports and records.
- Develops special forms and summaries using a variety of records in order to secure complete and accurate information.
- Composes and signs routine and complex correspondence on behalf of the administrative official.
- Develops, revises, and implements office procedures.
- Uses word processing, database, spreadsheet, or desktop publishing computer software applications in order to prepare reports, charts, graphs, or other documents.
- Enters, update, verify, and retrieve data using computer data base or spreadsheet software applications.
- May take dictation using shorthand and transcribe dictation from a transcribing machine.
- May supervise lower-level secretarial or clerical employees; coordinate leave, answer questions, review workload, attend supervisor meetings, and prepare annual performance evaluation forms.
- Orders, stocks, and inventories supplies.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Six (6) years of performing administrative or secretarial work in an Administrative, Executive, or Senior Management work environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal terminology and court procedures.
- General office practices, procedures, and equipment.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Judicial policies and procedures.
- Judiciary Human Resources policies and procedures.

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Skill in:

- Performing a variety of duties often changing from one task to another of a different nature.
- Typing on personal computer.
- Organization and time management.
- 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.
- Problem solving, prioritizing, scheduling, and decision making.
- Reading, comprehension, proofreading, and editing.
- Customer service and handling problems tactfully and patiently.
- Accuracy and attention to detail.
- Interpersonal communication and relations.

Ability to:

- Meet work schedules and deadlines.
- Follow oral and written instructions.
- Compose routine and complex business correspondence.
- Develop, revise, establish, or implement office procedures and practices.
- Draft routine and complex correspondence.
- Provide assistance, guidance, and direction to others in a polite and efficient manner.
- Maintain records and prepare reports.
- Perform basic arithmetical calculations and computations accurately.
- Maintain confidentiality.
- Supervise lower-level secretarial or clerical employees, if applicable.
- Communicate clearly, tactfully, and effectively with officials, the general public, and coworkers, both verbally and in writing.

SUPERVISORY RESPONSIBILITIES

This position may have 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.

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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.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
Dates revised:	October 2020