



Administrative Office of the Courts

ADMINISTRATIVE SECRETARY

Scope of Responsibility

- Reports to executive, managerial, or professional level staff and is responsible for providing administrative secretarial support functions.
- Work is performed independently with limited judgment and discretion in defined areas of responsibility.
- Appropriate judgment is required regarding the confidentiality of sensitive matter encountered within the course of business operations.

Essential Activities

- May assist and/or create web content materials using agency software tools according to agency technology standards.
- Proofreads, edits, revises, and reformats draft correspondence, reports, letters, newsletters and spreadsheets to improve clarity, increase quality and comply with agency standards.
- Drafts and formats correspondence, reports, letters, newsletters, spreadsheets and slide presentations using office suite software according to agency standards.
- Assists professional level program staff in the creation of meeting agendas and the drafting of meeting minutes.
- Coordinates arrangements for conferences and committee meetings.
- Develops and maintains filing and indexing systems, recommending and implementing improvements as appropriate.
- Summarizes project information and statistical data into reports and spreadsheets.
- Operates office equipment, receives and screens telephone calls, makes appointments, makes travel arrangements, and maintains tickler lists as required.

Essential Activities (Continued)

- Provides technical assistance with office equipment, office suite software and agency formatting standards as needed.
- Disseminates rules, policies and operating procedures for specified supported programs upon request.
- Performs other duties as assigned.

Key Competencies

- Proficient working knowledge of grammar, spelling, clerical procedures, and general office procedures and processes.
- Proficient use of office suite software tools such as Outlook, Word, Access, Excel, and PowerPoint.
- Proficient knowledge of website navigation, searches and content updating functions.
- Demonstrated ability to learn and use new computer applications as needed or required.
- Demonstrated ability to communicate effectively orally and in writing.
- Demonstrated ability to multi task in a functionally complex environment.
- Proficient ability to sort tasks and assess task priorities.
- Proficient ability to plan work efficiently and effectively.
- Demonstrated ability to gain and utilize knowledge of internal and external protocols.
- Proficient time and resource management skills demonstrating the ability to work on multiple assignments concurrently, plans work to accomplish assignments, manages time to complete assigned tasks within the structure set by supervisor.
- Demonstrates the ability to identify, analyze, and resolve problems in a consultative process bringing problems and recommendations for solutions.
- Accurately assesses the resources necessary to carry out planned actions.
- Perceives the impact and implication of decisions made regarding resources.
- Anticipates potential problems as well as opportunities and adjusts plans based on input.
- Approaches and performs work with attention to detail.
- Consults with and keeps the appropriate senior staff informed on specific work assignments.
- Meets productivity standards, deadlines, and work schedules.
- Stays focused on tasks in spite of distractions and interruptions.
- Accepts personal responsibility for the quality and timeliness of work.
- Makes best use of available time and resources.
- Acknowledges and corrects mistakes.
- Clearly sees and understands the customers' expectations and ensures that work products meet those expectations.

Qualifications and Credentials

An Associate of Arts degree in secretarial science from an accredited college or business school AND:

- Ability to demonstrate four (4) years of progressively responsible secretarial experience in a similar professional work environment.
- Ability to demonstrate advanced skills using office suite software tools.

Demonstration of relevant work experience may substitute for education experience.

SALARY RANGE: 40

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- Workweek may fluctuate depending on workload or agency need.
 - Overnight travel may be required based on business need.
 - This position is covered under the Fair Labor Standards Act (FLSA).

Revised – 5/2012

Revised – 5-2006