



## *Administrative Office of the Courts*

### **SENIOR ADMINISTRATIVE ASSISTANT**

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#### **Scope of Responsibility**

- Reports at the executive administrative level to an Administrative Office of the Courts Division or Program Director providing expert level work on varied and complex tasks involving priority setting, organization and implementation of administrative matters.
- Responsible for the supervision of clerical line staff position(s) as business needs dictate.
- Work is performed independently with the expectation of working at an expert level of professionalism exercising independent judgment and decision making in administrative matters.
- May be directed to utilize signature authority.
- Expert professional judgment is required regarding the confidentiality of sensitive matter encountered within the course of business operations.

#### **Essential Activities**

- Writes and prepares correspondence, coordinates the administrative activities and operation of the division.
- Plans and coordinates conferences and meetings for the Division Director. Maintains calendars, schedules meetings. Coordinates and distributes information to Section Managers.
- Responsible for conference and meeting coordination to include: arrangement of conference or meeting facility, accommodations, meals, speakers, attendees and guests. Arranges for and monitors billing, conference fee collection, and other financial transactions related to conference or meeting planning. Prepares conference and meeting agenda, notifies conferees, attends meetings, prepares meeting minutes. May critique or evaluate conference or meeting as directed.

### Essential Activities (Continued)

- Conducts studies and prepares reports. Acts as a liaison between the Section Managers and the Division Director in coordinating agency programs, plans and operations.
- Responsible for keeping the Division Director informed of significant items requiring review or action. Disseminates information to Section Managers and Division staff including notification of assignments, due date reminders, and requests for progress reports.
- Responsible for confidentiality of materials, files and information.
- Receives and confers with visitors and the public.
- Performs other duties as assigned.

### Key Competencies

Demonstration of expert skills and abilities in the following areas:

- Compose correspondence, write reports, interpret information, work independently with minimal supervision.
- Establish an effective working relationship with Section Managers, other departments and governmental agencies.
- Knowledge of grammar, spelling, clerical procedures, and general office procedures and processes.
- Computer applications such as Outlook, Word, Excel, and PowerPoint.
- Learn and use new computer applications as needed or required.
- Communicate effectively orally and in writing.
- Multi task in a functionally complex environment.
- Sort tasks and assess task priorities.
- Plan work efficiently and effectively.
- Learn and utilize knowledge of internal and external protocols.
- 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.
- Identify, analyze, and resolve problems in a consultative process bringing problems and recommendations for solutions.
- Accurately assesses and implements effective resource planning by perceiving 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.

### Key Competencies

- 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.

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### Qualifications and Credentials

A Bachelor's degree in business administration, public administration, or closely related field AND:

- Ability to demonstrate three (3) years of progressively responsible administrative support experience in a similar professional work environment.
- Ability to demonstrate advanced word processing skills.
- Demonstration of relevant work experience may substitute for education experience.

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**SALARY RANGE: 49**

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