



Supreme Court Clerk's Office

ADMINISTRATIVE OFFICE ASSISTANT

Scope of Responsibility

- Primary responsibility for filing and maintenance of Clerk's Office official Supreme Court files
 - Additional duties include a variety of clerical/secretarial functions which require ability to quickly gain specialized court clerical and technical knowledge.
 - Serves as backup to the Senior Legal Secretary.
 - Directly reports to Office Manager.
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Essential Activities

- Primary responsibility for filing and maintenance of all clerk's office files for the Supreme Court
- Files all briefs, correspondence, and other official papers in the proper files, including the pouches that have been checked out to various Justices, law clerks and commissioners.
- Responsible for returning Court of Appeals case pouches to that court when review is concluded at the Supreme Court. This includes understanding when the pouches are ready to be returned, boxing them for shipment, and providing shipping information to docket clerk.
- Must be able to regularly lift and move large files/pouches, and heavy boxes (approximately 35 to 50 pounds).
- Prepares written correspondence originating with the Clerk and Deputy Clerk, including proofreading for spelling and grammatical errors. Also checks accuracy of addresses and case information in the docket.
- Prepares Clerk's rulings on costs and attorney fees at the direction of the Clerk or Deputy Clerk. Prepares Supplemental Judgment when rulings are final.
- Prepares letters advising parties of notation rulings made by the Deputy Clerk and Clerk.
- Prepares and finalizes separate orders and letters for each case on petition for review cases considered by departments of the court and at the en banc administrative conference.
- Notifies counsel and interested parties of disposition in each case. Interested parties include the appropriate division of the Court of Appeals and Reporter of Decisions.

Essential Activities (Continued)

- Researches document and computer files to address telephonic inquiries, and to obtain background information for correspondence. Key operator for the copying machine. Places service calls for repairs and orders supplies for machine.
 - Performs other duties as required.
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Key Competencies

Knowledge of: word processing (MS Word and Outlook) and computer systems; commonly used office equipment; office practices and filing procedures; English grammar and spelling.

Ability to: regularly lift and move heavy pouches/boxes; proficiently use Microsoft Word and Outlook; proofread and prepare accurate correspondence; learn and apply Court Rules; work independently; analyze situations correctly and take effective action; initiate correspondence; type rapidly and accurately; exercise good judgment and poise in dealing with Court personnel and the public; follow written and oral directions; maintain a neat personal appearance and courteous attitude toward the public and fellow employees.

Qualifications and Credentials

Associate of arts degree in secretarial science or related field from an accredited college or business school **AND** two years of administrative/secretarial/clerical experience.

OR

Graduation from high school and four years of clerical/secretarial experience.

Preference will be given for appellate or trial court experience.

SALARY RANGE: 37

2/14 Revised
12/12 Revised
6/09 Revised
2/08 Revised
1/98 Revised
4/96 Revised Salary