



Pima County Consolidated Justice Court

Job Description

Job Title:	Administrative Assistant to the Court Administrator
Class Code:	9000
Class Title:	Administration I - Courts
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	\$16.0365 – \$24.0543 hourly
Minimum Qualifications:	
<p>A high school diploma or the equivalent and four years of specialized experience as an administrative assistant. OR: An Associates Degree in Business or Public Administration or a closely related field and two years of the above cited experience. OR: A Bachelor's Degree from an accredited college or university in one of the above cited disciplines. OR: Any combination of education and/or experience as approved by Human Resources.</p>	
Licenses and Certificates:	
None required.	
Summary:	
<p>Assists and supports the Justice Court Administrator, Deputy Court Administrator, and other court managers as necessary by performing administrative duties of a confidential nature in the day-to-day management of court operations, special assignments and projects as requested. This is a court classified position that reports directly to the Court Administrator. This position has no supervision responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Receive, screen and direct multiple incoming calls for Court Administration. Respond to the public, judicial, court staff, media and attorneys regarding requests, inquiries and complaints via telephone and in-person; • Coordinate, organize and schedule meetings, conferences, receptions, appointments, and travel; • Responds to sensitive requests for information that may involve confidential matters; • In cooperation with the Security & Facilities Manager respond and evaluate day-to-day maintenance issues and provide clear instruction for the Facilities Management Division; • Prepare work orders as required; • Communicate with judges, elected officials, court staff, and the public regarding issues pertaining to Court Administration and Justice Court as directed; • Prepare, proof, and edit executive correspondence, travel authorizations, and administrative orders and special project materials; • Take, prepare, proof and distribute meeting minutes; • Set-up and maintain confidential administrative records and files; • Order supplies and maintain inventory; • Respond to questions and issues, often of a confidential nature, in the absence of the Court Administrator, Deputy Court Administrator, or other court managers; • Assist court management with special projects; • Represent the Court at conferences, meetings and committees as requested. 	

Additional Duties:

- Assist Human Resources with scheduling interviews, applicant, testing and special projects;
- Serve as a back up to human resources for the processing of payroll and keying of payroll;
- Screen, organize and route incoming mail and correspondence to the appropriate person(s);
- Reserve county vehicles for administration and court staff;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Governmental office practices, procedures, organization and equipment;
- Strong knowledge of Business English, spelling, grammar, punctuation, and arithmetic;
- Applications of automated information systems, to include WORD, EXCEL and PowerPoint;
- Court and County policies and procedures;
- Standard and automated filing practices and procedures;
- Specialized knowledge, terminology, and procedures specific to providing support for the Court.

Skill in:

- Communicating effectively in writing and orally;
- Handling confidential issues and documents;
- Strong skill in word processing in applications to include WORD, EXCEL, and PowerPoint;
- Use of automated information systems to maintain data and produce documents;
- Organizing and coordinating meetings, conferences and projects;
- Prioritizing multiple tasks and activities;
- Researching and compiling information and writing reports;
- Performing basic arithmetic calculations.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.

Physical/Sensory Items:

Typically performs duties in an office environment to include sitting for long periods of time and moving from one location to another. May need to lift material or equipment weighing twenty-five pounds or less.