


## Maryland Judiciary Job Description

	<b>Official Title</b>	Administrative Aide
	<b>Job Code</b>	1028
	<b>Business Title</b>	Administrative Aide
	<b>FLSA Status</b>	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 an Administrative Judge or several Associate Judges. 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. May lead and/or supervise other support positions. Work is performed under minimal 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 several Associate Judges or an Administrative Judge in a large court.
- Types correspondence, statements, reports, tables, forms, and other documents from corrected copy, rough draft, or verbal instruction using a personal computer.
- Acts as an intermediary for the judge maintaining frequent contacts with the public, administrators, other 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.

# Maryland Judiciary Job Description

- 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, updates, verifies, and retrieves data using computer database or spreadsheet software applications.
- May take dictation using shorthand and transcribe dictation from a transcribing machine.
- May supervise lower-level secretarial or clerical employees; coordinates leave, answers questions, reviews workload, attends supervisor meetings, and prepares annual evaluation forms.
- Orders, stocks, and inventories supplies for courtroom and chambers.

## MINIMUM QUALIFICATIONS

### Education and Experience

- High school diploma (or GED equivalent).
- Five (5) 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, procedures, and forms.
- Judiciary Human Resources policies and procedures.

### Skill in:

## Maryland Judiciary Job Description

- Managing priorities to meet critical deadlines while multitasking.
- Interpersonal communication and relations.
- Organization and time management.
- Usage of standard office equipment, computer equipment, and computer applications.
- Typing on personal computer.
- 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.

### **Ability to:**

- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.
- Interpret, apply, and follow a variety of complex written or oral instructions.
- Compose routine and complex business correspondence.
- Develop, revise, establish, or implement office procedures and practices.
- Receive telephone calls and visitors and arrange for appointments and interviews.
- Maintain records, schedules, expense accounts, and office supplies.
- Prepare statistical and numerical reports.
- Perform basic arithmetical calculations and computations accurately.
- Maintain confidentiality.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Supervise lower-level secretarial or clerical employees, if applicable.

### **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.*

# Maryland Judiciary Job Description

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.*

<b>Date created:</b>	July 2015
<b>Dates revised:</b>	July 2019; October 2020