

**EXECUTIVE ASSISTANT I
CLASS NO. 0160
SALARY GROUP B17**

JOB DESCRIPTION

GENERAL DESCRIPTION

Executive Assistant to a Judge of the Texas Court of Criminal Appeals. Responsible for assisting judge and staff attorneys with communications, correspondence, legal editing, case management, docket control, planning, scheduling, calendar coordination, and other executive functions.

Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance and support to an appellate court judge and judicial staff.

Provides technical guidance and advice on administrative matters to judge and judicial staff. Communicates administrative policies, procedures, standards, and methods.

Reviews administrative practices and programs and assists in formulating and documenting policies as appropriate.

Coordinates calendars, meetings, and other activities with staff, attorneys, other judges, other governmental agencies, executives, and organizations on behalf of the judge.

Assists in the planning for or preparation of letters, memoranda, and publications.

Assists in interpreting policies and procedures and making administrative decisions as appropriate.

Communicate with clerks, attorneys, other judges, other agencies of government, or the public on behalf of the judge.

Communicate agency objectives, tasks, and decisions to staff on behalf of the judge.

Coordinate administrative assignments, programs, and other administrative matters within a program, division, or agency.

Prepares notices and memoranda for meetings and conferences.

Maintain and updates docket assignments, and information related to such assignments, for judge and judicial staff.

Assists the judge with general human resource management actions.

Assign and/or supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three or more years providing administrative support to executives and/or senior management. Graduation from high school; Preferred graduation from an accredited four-year college. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative, judicial, and legal practices and procedures.

Strong English reading, writing, and editing skills.

Ability to communicate effectively, to handle high level administrative issues, to analyze and solve work related problems, and to assign and/or supervise the work of others.

Skill and experience in drafting memos, developing forms, and preparing complex reports.

Skill and ability in proofreading and editing for grammatical content.

High proficiency using personal computers.

Proficiency using all Microsoft Office Suite applications (Outlook, Word, Excel).

High proficiency using word processing software, including formatting, creating templates, documenting revisions, tracking changes, etc. (Word, WordPerfect, etc.).

Proficiency using internet browsers (Internet Explorer, etc.).

Proficiency using peripheral devices (Scanners, Printers, Copy Machines, etc.).

Proficiency using Cisco AnyConnect Secure Mobility Client, Microsoft Remote Desktop, and other similar virtual private networks tools.

High proficiency in editing and combining of PDFs.

Ability to create, organize, and manage computer-based files and filing systems.

Ability to plan and coordinate meetings, and experience doing the same.

Ability to analyze complex work problems and to make decisions affecting the operation of administrative functions.

Ability to anticipate the needs of directors, keeping them informed of deadlines, commitments, and pending decisions.

Ability to work on multiple projects and meet tight deadlines.

Ability to assign, delegate, and coordinate work assignments.

Must have a strong attention to detail.

Ability to be enthusiastic about helping and supporting the judge's vision for carrying out the responsibilities of public office.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

15P, 42A, 56M, 68G, 420A, AZ, LS, LSS, MC, PS, RP, SN, YN, YNS, 741X, YN, PERS, 0100, 0111, 3372, 3381, 0102, 0170, 4430, 3F5X1, 8A200, 8A300

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf