

Executive Assistant

State Classification Executive Assistant III/Code 0164/Salary Group B21 Salary
\$75,000

The Supreme Court of Texas is hiring an executive assistant to help the Court serve the People of Texas efficiently. The new assistant's day-to-day work will include traditional secretarial tasks, but the Court's staff is small and agile. The ideal candidate will be eager to learn new skills and expand their portfolio of responsibilities over time.

Responsibilities

- Coordinate scheduling and calendars.
- Coordinate travel. Complete expense and mileage reports for Justices.
- Perform general office duties such as organizing and maintaining physical and computer filing systems, regularly organizing materials for review by the Justices, and assisting as needed with preparation for oral argument and Court conferences.
- Answer and screen phone calls, take messages, and set up video and conference calls.
- Prepare and proofread documents, including correspondence, memos, handouts, forms, and spreadsheets.
- Send internal and external professional correspondence and meeting notices.
- Work with outside vendors to plan and execute Court events.
- Perform other work as assigned.

Experience and Education

Experience in administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge and Skills

Skilled in the use of standard office equipment and software, including the Microsoft Office Suite, Outlook, and video conferencing software such as Zoom and Teams.

Ability to handle and manage high-level administrative issues; analyze and solve work-related problems; communicate effectively; handle and prioritize multiple tasks in an organized fashion; meet deadlines. The ideal candidate will be detail-oriented and proactive.

Application Instructions

Email your cover letter, resume, and state application for employment to Sherma.Clery@txcourts.gov.

The Supreme Court of Texas does not discriminate on the basis of any characteristic protected by state or federal law.

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf