

## **ADMINISTRATIVE SPECIALIST I/II**

### **DEFINITION**

Under general supervision, performs a variety of administrative support duties in coordination of projects and programs in an appellate court; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Administrative Specialist I* is the entry-level class in the Administrative Specialist series. Initially under close supervision, incumbents learn about assigned projects and programs and the administrative support required. As experience is gained, there is greater independence of action within established guidelines. This class is alternatively staffed with Administrative Specialist II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level.

*Administrative Specialist II* is the journey-level class of this series, fully competent to independently perform the full range of administrative support duties. Incumbents exercise significant independence in performing a broad variety of administrative support duties within general guidelines, and with limited independent decision-making. Positions in this class may provide lead direction and work review to assigned staff.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Organizes, directs, and coordinates various judicial administrative support services for an appellate court such as human resources, budget, business services, security, facility, and janitorial functions.
- Coordinates the recruitment and hiring of judicial support personnel; processes benefits and other personnel documents; maintains current personnel files; assists and advises the appellate justices on personnel matters; works with court personnel and the Administrative Office of the Courts (AOC) to assure compliance with state and AOC personnel and payroll directives.
- Coordinates the preparation and implementation of the court's budget; monitors the court's budget; reviews and approves various vouchers for court expenditures, including travel reimbursement for judges and administrative staff; maintains basic accounting records; deposits court fees; processes court-appointed counsel fee claims; works with the AOC to assure compliance with state and AOC budget directives.

- Analyzes and reviews requests for and procures equipment and supplies; selects products and vendors, as necessary, through a bidding process; manages inventory; performs routine service on certain office equipment.
- Participates in and/or coordinates facility and space planning; coordinates internal moves.
- Coordinates and prepares special management reports and studies on a variety of topics; may assist in the analysis and implementation of appellate judicial projects having state-wide impact; initiates ideas and develops proposals relating to court administrative policy.
- Works with other appellate court administrative personnel, including the Clerk of the Court or Clerk/Administrator, librarian and principal attorney to assure operational efficiency of the entire appellate district.
- May coordinate court security.
- May coordinate the maintenance of the court telecommunications system.
- Provides ancillary services for court staff such as mass transit and parking coordination.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays
- May be required to travel statewide as necessary.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices public administration, including budget development and administration, human resources, business services, information systems, finance, security, and other services found in a court.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
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#### **Ability to:**

- Develop and implement assigned court administrative programs, policies, and procedures.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Develop and administer the budget for an appellate court.
- Apply effective administration in the areas of purchasing, human resources, budgeting and accounting, information systems, or other business services related to the operation of the court.
- Use initiative and independent judgment within general policy guidelines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.

- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Administrative Specialist I:* Equivalent to a bachelor's degree, preferably with major course work in court, public or business administration, and two years of experience performing administrative work.

Additional directly related experience may be substituted for the education on a year-for-year basis. Additional directly related college-level education may be substituted for the experience on a year-for-year basis.

*Administrative Specialist II:* Equivalent to a bachelor's degree, preferably with major course work in court, public or business administration, and three years of experience organizing and coordinating administrative programs and/or projects, preferably including one year in the court system.

Additional directly related experience may be substituted for the education on a year-for-year basis. Additional directly related college-level education may be substituted for the experience on a year-for-year basis.