

**Alaska Court System
Class Specification**

EXECUTIVE ADMINISTRATOR

Range: 15

EEO4: 06

SOC: 43-6011

Class Code: C3112

Definition:

The Executive Administrator is a single position job class responsible for providing and confidential administrative and technical support services to the Administrative Director of the Alaska Court System.

Distinguishing Characteristics:

Duties and responsibilities assigned are at the highest-level administrative or clerical work. Executive Administrator duties involve using independent judgment and technical knowledge. This position may perform substantive research analysis and evaluation of statistics.

Supervision Received: The Executive Administrator works under the general supervision of the Administrative Director.

Supervision Exercised: The Executive Administrator has office management responsibilities and may supervise lower level clerical employees.

Examples of Duties:

Respond to questions or requests for information. Gather requested information, data, and statistics at the request of the Administrative Director. Type and compose standard or routine correspondence, memoranda, court policies, and other similar documents. Sign routine correspondence upon direction. Compose and type non-standard correspondence reports for perfunctory signing by the Administrative Director.

Set up and maintain special records for current projects and correspondence files.

Review correspondence prepared by other staff members prior to the Administrative Director's signature for consistency with administrative policy.

Review outgoing correspondence prior to distribution to ensure accuracy of details format grammar and typographical errors.

Maintain daily calendar and make appointments.

Open, sort, and route mail. Receive and screen calls and visitors and inquire as to the nature and urgency of their business. Answer routine questions on status of current projects. Use tact and

discretion in the amount and type of information given in response to inquiries. Relay messages of a confidential nature.

Arrange for transportation and accommodations. Examine and process expense claims. Make arrangements for meetings and notify appropriate parties. Keep time and attendance records.

Attend meetings and conferences with or without the Administrative Director, summarize notes into minutes, and distribute to appropriate parties.

Remain cognizant of the professional image of the agency and inform the Administrative Director of areas in need of improvement. Exercise initiative in reviewing daily activities for public relations and progress implications.

Conduct research that may require selecting and accessing multiple information sources or contacting sources to obtain correct or missing information.

Take and transcribe dictation as required.

Knowledge, Skills, Abilities:

The Executive Administrator requires knowledge of:

- Standard office practice, procedure, software, and equipment.
- Proper English grammar, composition, spelling and punctuation.
- Correspondence and typing formats.
- The organizational structure of the Alaska Court System.
- The Alaska Rules of Court, Administrative Rules, and Personnel Rules.

The Executive Administrator requires skill in order to:

- Format and type letters, forms, court policies, and other documents.
- Deal effectively and tactfully with judges, attorneys, other court personnel, and the public.

The Executive Administrator requires the ability to:

- Function with a high degree of confidentiality and independence.
- Effectively establish priorities.
- Draft documents, reports, and correspondence independently or from general oral and written instructions.
- Perform delegated administrative assignments independently.
- Handle a wide variety of public contacts on the telephone and in person with courtesy and tact.
- Understand and carry out oral and written directions with minimal explanation.
- Analyze situations accurately and take effective action.
- Use standard office equipment, software, and systems in a business environment.

- Work cooperatively with others.
- Supervise the work of clerical staff when required.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate.

AND

Five years of progressively responsible office clerical experience of which at least two years were at the advanced level performing specialized complex clerical work and/or a wide variety of administrative clerical services requiring independence, judgment, and initiative in determining office needs, prioritizing and organizing work, and determining appropriate action to be taken.

The required advanced level clerical experience is met by service such as a Court Case Manager I, Court Case Manager II, Courtroom Judicial Assistant, Chambers Judicial Assistant, Administrative Assistant, Clerk of Court I, Clerk of Court II, or Court Supervisor with the Alaska Court System, or equivalent experience with another employer.

AND

The ability to type at least 40 words per minute (net).

Substitution:

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for one year of the required administrative assistant work experience.

A bachelor's degree from an accredited college will substitute for one year of the required administrative assistant work experience.

Twelve months of work experience performing general clerical work that demonstrates work skills equal to those of a Court Case Manager I with the Alaska Court System will substitute for one year of the required administrative assistant work experience.

NOTE: Work experience as a legal secretary is preferred. Positions in this job classification are in the partially-exempt service and serve at-will to the appointing authority.

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