

**Alaska Court System
Class Specification**

ADMINISTRATIVE ASSISTANT I

Range: 12

EEO4: 06

SOC: 43-6011

Class Code: C0121

Definition:

The Administrative Assistant I provides responsible and confidential secretarial, technical, and administrative support services for one or more managers, executives, or judges of the Alaska Court System.

Distinguishing Characteristics:

Positions in the Administrative Assistant series provide a variety of confidential and responsible secretarial, technical, and administrative support to professionals, managers, attorneys, executives, and judicial officers of the Alaska Court System. Duties and responsibilities assigned are at the highest-level secretarial or clerical work. Administrative assistant duties involve using independent judgment and technical knowledge. Administrative assistants may perform substantive research and analysis, and evaluation of statistics.

Supervision Received: Incumbents work under the general supervision of one or more professionals, administrators, attorneys, judges, or justices.

Supervision Exercised: Incumbents have office management responsibilities and may supervise lower level clerical employees.

An Administrative Assistant I provides secretarial and administrative support to one or more high level professionals, administrators, managers, attorneys, district court judges, or superior court judges.

An Administrative Assistant II provides secretarial and administrative support to the deputy administrative director, supreme court justices, appellate court judges, and the presiding judge of each judicial district. Assistants to the presiding judge of each judicial district retain this classification only while the judge is presiding.

An Administrative Assistant III provides secretarial and administrative support to the chief justice of the supreme court, the chief judge of the court of appeals, and the administrative director. The incumbent retains this classification only while the justice or judge remains chief.

Examples of Duties:

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

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

Review correspondence prepared by other staff members for supervisor's signature for consistency with supervisor's viewpoint and 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, 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. Prepare judicial affidavits and judicial leave reports for signature.

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

Remain cognizant of the professional image of the agency and inform the supervisor 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.

May be cross-trained and perform as an in-court clerk.

Knowledge, Skills, and Abilities:

An Administrative Assistant I 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.

An Administrative Assistant I requires skill in:

- Formatting and typing letters, forms, orders, judgments, and other documents.
- Transcribing and operating tape recording equipment.
- Dealing effectively and tactfully with judges, attorneys, other court personnel, and the public.

An Administrative Assistant I requires the ability to:

- Function with a high degree of confidentiality and independence.
- Effectively establish priorities.
- Draft legal 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 assistants when required.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND two years of progressively responsible, fully qualified secretarial work experience 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 secretarial work experience.

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

Twelve months of work experience performing general clerical work that demonstrates work skills equal to those of a Deputy Clerk II with the Alaska Court System will substitute for one year of the required secretarial work experience.

NOTE: Secretarial work experience as a legal secretary is preferred. Some positions may require shorthand.

01/76 Original

09/78 Revised

02/89 Revised

06/90 Revised

07/99 Revised - Substitution

07/00 Revised - Sec I title eliminated w/revised Def/DC/KSA

07/01 Revised - Title Change

09/06 Revised - WPA

12/06 Revised – Special Note

02/14 Revised – Remove MQQ's

08/14 Revised – MQ's