



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Executive Administrative Assistant

Title of Immediate Supervisor:	State Court Administrator
Department:	Office of State Court Administrator
Pay Grade/FLSA Status:	11 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Executive Administrative Assistant is responsible for: performing responsible administrative and secretarial duties. Independently carries out administrative assignments, initiating contacts with judges and other officials and coordinating with other State Court Administration staff.

Positions assigned to this classification follow routines and processes established by others but still require specialized experience to perform the requirements of the job. The Executive Administrative Assistant differs from the Administrative Assistant in that the former classification requires more extensive experience and has an increased emphasis on administrative responsibilities. The Executive Administrative Assistant differs from the Administrative Assistant II in the same manner and in that the latter classification has responsibilities in the areas of court calendaring, court recording and courtroom clerking.

Positions assigned to this classification follow routines and processes established by others.

Major Responsibilities & Essential Functions

1. Screens Court Administration mail and telephone calls and directly responds (e.g. prepares replies as appropriate) or refers issues to appropriate party. Supplies needed background for response to inquiries. Processes on-line deposits for monies received.
2. Makes meeting arrangements and prepares materials for meetings, conferences and seminars. Schedules orientation for new judges and state employees, prepares and distributes orientation material, arranges issuance of facility access and ID cards.
3. Performs research, collects and organizes data, prepares reports; maintains currency of various databases and web pages.
4. Coordinates various charitable and social activities, including communication, reporting and fund collection activities, making party arrangements, sending invitations and monitoring expenses.
5. Acts as liaison for facility maintenance problems in Supreme Court offices.
6. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma and five years of secretarial experience including at least two years in the court system or related job experience.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Considerable knowledge of secretarial practices and procedures.
- Considerable knowledge of office systems, procedures and equipment.
- Considerable knowledge of word processing, electronic spreadsheet, database and internet software.
- Considerable knowledge of legal terminology, business English, punctuation and grammar.



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Executive Administrative Assistant

Skill Requirements

- Ability to proficiently use related software programs.
- Recordkeeping skills.
- Skilled in the use of word processing, electronic spreadsheet, database and internet applications.
- Skilled in prioritizing work and carrying out assignments and work independently.
- Dictation skills.
- Elementary legal research skills.
- Written communication skills.
- Interpersonal skills to deal effectively with all levels of personnel and the public.

Physical Requirements

- The essential functions of the job typically require: sitting, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History

- Executive Secretary was last reviewed and updated 12/10/1997 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Updated description 1/2/2002 by BCC based on dept. comments.
- Minor changes approved and title changed from Executive Secretary to Executive Administrative Assistant on 2/1/2014.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.