



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Executive Administrative Assistant

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

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### General Summary or Purpose

The Executive Administrative Assistant is responsible for performing responsible administrative and secretarial duties for the Office of the State Court Administrator's Administration, Education, Finance, Information Technology, and Trial Court Services departments. 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.

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### Major Responsibilities & Essential Functions

1. Answers department phones, greets visitors, screens telephone calls and correspondence, provides information, and explains policies and procedures or refers as appropriate. Opens and sorts office mail. Responds to requests for information at the request of the department or refers materials to the appropriate party.
2. Edits, proofs, drafts, and prepares various materials and documents.
3. Attends meetings and records, types, distributes, and posts meeting minutes for various committees.
4. Makes meeting arrangements and coordinates, assists, and prepares materials for meetings, conferences, and seminars. Schedules orientation for new judges.
5. Collects, maintains, and organizes data, prepares reports, and updates web pages.
6. Performs general office duties such as ordering supplies, maintaining office equipment, and acting as liaison for facility maintenance problems in Supreme Court offices.
7. Performs other duties of a comparable level or type or as assigned.

### Minimum Qualifications

Requires a high school diploma and five years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.

### 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.



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### Skill Requirements

- Proficiently uses required 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.
- 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: grasping, 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.
- Work is performed in a comfortable office work environment.
- 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.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.