

Job Title: Executive Admin Assistant I**Salary Minimum** \$50,982.94**Job Code: GSP141****Salary Midpoint:** \$66,351.55**Grade: L****Salary Maximum:** \$81,720.15**Job Description:**

Under general supervision, provides administrative support to the highest level of administration within the organization. Responsible for scheduling appointments, maintaining calendars, and managing multiple priorities. Assist in the preparation of reports, gathering and researching information, preparing presentations, coordinating meetings, copying and filing, preparing notes, performing data entry, and other special projects as needed. Reviews incoming correspondences to executive and forwards appropriately or, based on a knowledge of recipient's views, may respond for them. Assists in the administration and interpretation of policies and procedures for the organization and department. Maintains confidential information. May act as a spokesperson for departmental inquiries. Performs related responsibilities as required attention of the executive.

Job Responsibilities and Performance Standards:

- Analyzes operational data and makes program decisions based on findings.
- Assists managers or supervisors in performance of management responsibilities and projects.
- Prepares financial statements, reports, memos, invoices letters, and other documents.
- Conducts and coordinates financial, personnel, product, market, operational, and related research to support strategic and business planning.
- Coordinates all business management functions of the Circuit Public Defender Office.
- Manages operations, participates in policy development, conducts research and data analysis, and monitors quality improvement and compliance in the assigned areas.
- Manages the administration of the program processes and the provision of technical accounting, secretarial, and administrative support of the Circuit Public Defender Office.
- Manages the preparation and processing of all outgoing mail and packages for delivery or shipment.
- Manages the Judicial Case Activity Tracking System database.
- Files and retrieves legal records, documents, and reports.
- Develops policies/program regulations, manages budgets and related finance or grant programs.
- Oversees the development and on-going management of a variety of program areas.
- This position serves at the pleasure of the Executive Director.

Sample Technical Competencies:

- Ability to prepare and review budget/financial reports
- Ability to pay attention to details
- Ability to clearly communicate work assignments and expectations
- Ability to make decisions in compliance with agency specific rules, regulations, policies and procedures
- Ability to train other employees
- Ability to supervise others
- Knowledge of the operation of the agency

Entry Qualifications:

Bachelor's degree in business administration, communications or a related field from an accredited college or university AND Six years of office administration or senior secretarial experience, or equivalent combination of experience, education, and training.