AOC-COURT ADMINISTRATOR

Characteristics of Work

Incumbents in this class function as the principal secretarial support to the Director of the AOC. This class differs from others within the secretarial series in that incumbents exercise a degree of confidentiality essential in the execution of administrative duties and in performing clerical functions requiring a high level of proficiency. The work involves frequent contact with various public and private officials for the purpose of exchanging non-routine information. Independent decision-making is exercised in all facets of this work, including the dissemination of confidential information, the determination of matters requiring the AOC Director's attention, and ensuring that the intent of the AOC Director is carried out in all activities. Incumbents report directly to the AOC Director, but routinely operate within a framework of established policies and standard practices and procedures.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Organizes, designs, and maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents of a routine or confidential nature.

Routes correspondence and other materials routinely in order to ensure timely distribution and appropriate action.

Places local and long distance calls upon request to various officials, the news media, and other parties; screens incoming telephone calls and visitors, referring each to the appropriate person or department.

Analyzes administrative problems and makes recommendations for solutions to the AOC Director.

Requests a variety of office equipment, supplies, publication materials, and maintenance services as needed.

Composes correspondence to individuals requesting or in need of pertinent or confidential information or interpretation of standard regulations or procedures.

Identifies and assembles information for various reports, briefings, meetings and conferences.

Makes arrangements for travel, conferences, and meetings, maintaining a calendar or such events and notifying interested parties of the date, time, and location of such arrangements.

Performs mass mailouts.

Organizes and ensures timely distribution of information to officials, employees and other applicable individuals as needed.

Types nontechnical and technical correspondence, reports, minutes, and other similar documents from longhand or shorthand notes or from typed or printed copy as required.

Examples of Work (Continued)

Compiles and distributes copies of financial reports to staff.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university and three (3) years of experience in work related to the above-described duties;

OR

Graduation from a standard four-year high school or equivalent (GED) and seven (7) years of experience in work related to the above-described duties;

AND

Ability to type from plain copy at the rate of 45 correct words per minute.

Special Requirements

Must be proficient in use of Wordperfect 6.0 and Lotus 1-2-3 spreadsheet for Windows and capable of entering financial information into a spreadsheet, footing, crossfooting and agreeing/verifying information entered to supporting documentation.

Substitution Statement

Above graduation from a standard four-year high school or equivalency (GED), related education and related experience may be substituted on an equal basis.