

## EXECUTIVE ASSISTANT COMPETENCIES

### ***Strategic Plan Key Philosophical Values:***

**FAIRNESS & IMPARTIALITY** – We will interpret and apply the rule of law in a manner that is unbiased and that provides equal protection to all who seek our services.

**RESPECT** – We will encourage respect for the law, the administration of justice, and the people we interact and work with each day. We will promote and exemplify high standards of cooperation and courtesy to those within and outside the Unified Judicial System (UJS).

**COMPETENCY** – We will continue to develop our technical and academic knowledge. We will strive for a standard of excellence in all we do through accurate, timely, reliable, consistent, and efficient performance.

**JUDICIAL INDEPENDENCE** – We will uphold the principle that our courts should not be subject to improper influence from the other branches of government, or from private or partisan interests.

**INTEGRITY** – We will conduct business in accordance with the highest ethical and legal standards. We will strive to maintain a reputation of honesty, reliability, and trustworthiness in all our activities.

**SERVICE** – We will provide equal access to the judicial process, to anyone who needs our services. We will offer assistance, act with sincerity in our activities, and encourage cooperative efforts to achieve our mission.

### ***Competencies:***

**PROFESSIONALISM** – Is truthful and dependable, accepts responsibility for actions, maintains confidentiality, acts respectfully towards others, and demonstrates commitment to the organization.

- a) **Integrity** – Is truthful, treats others fairly, and firmly adheres to ethical principles.
- b) **Responsibility** – Accepts responsibility for own actions and for achieving expected results.
- c) **Attendance** – Is punctual and maintains a responsible work record.
- d) **Dependability** – Follows through on duties and commitments, and completes work on time.
- e) **Confidentiality** – Protects confidential information and maintains professional boundaries.
- f) **Commitment** – Demonstrates commitment to the organization and the profession.
- g) **Respect** – Respects, cooperates, and communicates openly with coworkers; follows supervisor's requests; and complies with policies and procedures.
- h) **Ethical** – Demonstrates ethical resolve and confronts unethical behavior in others.
- i) **Honest** – Serves as a role model for honesty and encourages honesty in others.
- j) **Credible** – Is recognized as knowledgeable in area of expertise and keeps current with developments in area of expertise.

**COMMUNICATION** – Listens attentively to others and clearly conveys information and ideas.

- a) **Writes effectively** – Writes in a clear, organized, and engaging manner for the intended audience.
- b) **Speaks effectively** – Speaks clearly and concisely, and engages others in conversations.
- c) **Listens attentively** – Listens attentively to others without interrupting and conveys understanding.

- d) **Delivers effective presentations** – Develops and delivers presentations that are impactful or persuasive with their intended audience.
- e) **Keeps others informed** – Passes on appropriate information in a timely manner to others who should be kept informed.

**CUSTOMER SERVICE** – Treats internal and external customers courteously and is responsive to their needs.

- a) **Identifies needs** – Talks to customers and listens to them to identify their needs or concerns.
- b) **Addresses needs** – Responds promptly to customers' needs or requests.
- c) **Acts courteously** – Provides courteous and professional customer service at all times.
- d) **Follows-up with customers** – Follows up with customers to ensure needs are met and to identify opportunities for improvement.

**ATTENTION TO DETAIL** – Attends to all details of assignments and completes work properly, accurately, and thoroughly.

- a) **Attentive to policies and instructions** – Ensures complete understanding of applicable laws, policies, procedures, and instructions.
- b) **Ensures accuracy** – Completes tasks without error or within an acceptable error rate.
- c) **Is thorough** – Considers all aspects of assignments and reviews work to ensure it is thorough and complete.

**COMPOSURE** – Remains focused in stressful situations and keeps emotions under control at all times.

- a) **Demonstrates self-control** – Restrains emotional impulses when provoked or when faced with opposition or hostility.
- b) **Tolerates stress** – Thinks clearly and acts calmly during crises and stressful situations.
- c) **Calms others** – Stays positive and calms others during crises and stressful situations.

**DECISIVENESS** – Exercises sound judgment when making decisions and takes prompt, decisive action.

- a) **Evaluates alternatives** – Considers the impact and implications of various alternatives before reaching a final decision.
- b) **Makes timely decisions** – Confidently makes timely decisions in ambiguous situations.
- c) **Demonstrates commitment to decisions** – Displays little to no hesitation when acting on decisions made, holds firmly to them, and accepts responsibility for outcomes.

**INITIATIVE** – Displays a high level of effort and commitment towards completing assignments and goals.

- a) **Works diligently** – Maintains a consistent, high level of productivity.
- b) **Perseveres** – Persists when facing unexpected obstacles or setbacks.
- c) **Initiates work** – Independently identifies what needs to be done and does it.
- d) **Makes improvements** – Proactively identifies areas to improve and recommends changes.
- e) **Achieves goals** – Exerts a high level of effort and commitment towards achieving goals.

**ORGANIZATIONAL AWARENESS** – Understands the culture, issues, constraints, and power relationships within an organization and uses this knowledge to get things done quickly and effectively.

- a) **Maintains internal awareness** – Understands the organization's history, ongoing issues, and unspoken constraints and takes them into account before taking action.
- b) **Understands relationships** – Recognizes the organization's power relationships and alliances/rivalries, and effectively uses that knowledge to get things done.
- c) **Maintains external awareness** – Maintains awareness of external issues and events and their potential impact on the organization.

**PLANNING AND ORGANIZATION** – Sets priorities, schedules activities, acquires resources, and monitors progress to ensure the successful completion of projects and assignments.

- a) **Prioritizes work** – Identifies more/less critical activities and assignments and establishes and adjusts priorities.
- b) **Identifies tasks and resources** – Determines project/assignment requirements by breaking them down into tasks and identifying the types of resources and people needed.
- c) **Manages schedules and timelines** – Allocates appropriate amounts of time for completing work; develops timelines and establishes milestones.
- d) **Leverages resources** – Takes advantage of available resources (individuals, processes, agencies, and tools) to complete work efficiently; coordinates with internal and external individuals or groups.
- e) **Stays focused** – Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion.
- f) **Judgment** – Thoroughly investigates and considers information and risks associated with important issues before acting.

**PROBLEM SOLVING** – Analyzes problems and makes sound recommendations.

- a) **Recognizes problems and opportunities** – Recognizes potential problems, issues, or challenges and determines whether action is needed.
- b) **Gathers information** – Identifies and collects information needed to understand and analyze problems; weighs the relevancy and accuracy of the information.
- c) **Interprets information** – Integrates information from a variety of sources and detects trends, associations, and cause-effect relationships.
- d) **Generates / evaluate alternative actions** – Identifies alternative solutions to problems and identifies/weights the pros and cons of each.

**RELATIONSHIP BUILDING** – Works to build and maintain networks and friendly relationships with people who can, or might someday be able to, provide information, assistance, or support.

- a) **Identifies needs** – Identifies the need for relationships, both in and outside the organization, that may be beneficial now or in the future.
- b) **Initiates relationships** – Proactively works at building or maintaining mutually beneficial relationships with others.
- c) **Utilizes relationships** – Uses relationships to share and gather information, seek input into problems, and identify opportunities.