

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

EXECUTIVE ASSISTANT

CLASS CODE: 99-21-09

POSITION PURPOSE

Provides administrative support to the Chief Justice of the South Dakota Supreme Court and the State Court Administrator by composing, typing, proofreading, and filing documents and letters; researching and compiling statistics; maintaining policy manuals, directories, and minutes of meetings; and answering general inquiries to provide an efficient flow of work and management of office functions.

DISTINGUISHING FEATURE

This position is distinguished by successful application of independent judgment, responsibility, accountability, and flexibility to accomplish complex assignments with multiple deadlines and changing priorities; and by analyzing data and information received daily and applying it to anticipation of future needs and information which may be required of superiors.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Oversees daily administrative functions to support the Chief Justice and State Court Administrator (SCA).
 - a. Receives and screens incoming calls and visitors, determining which are priority matters, and alerts the Chief Justice and SCA accordingly; or makes referrals to appropriate staff; or provides requested information.
 - b. Maintains the Chief Justice's and SCA's calendars by scheduling their days and notifying them of appointments and commitments.
 - c. Tracks the Chief Justice's and SCA's pending projects and appointments and follows up to complete records and maintain pertinent information.
 - d. Reviews, proofreads, and edits documents prepared for the Chief Justice's and SCA's signatures.
 - e. Prepares correspondence which may be composed or compiled on the basis of personal knowledge of subject matter.

2. Provides general administrative support to the judiciary, circuit administrators, and committees to support integrated functions.
 - a. Drafts agendas, processes minutes of meetings, makes site arrangements for meetings, makes travel arrangements, and processes travel reimbursements.
 - b. Processes policy updates, and adds policies to update and maintain the master file and historical reference file.
 - c. Maintains policy and management manuals and the directory of councils and committees, and updates committee assignments as they occur.

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- d. Maintains the legislative bill books, journals, and task lists during legislative session.
3. Provides administrative support for division staff and Unified Judicial System (UJS) employees in general to accomplish ongoing tasks with universal effects.
 - a. Prepares photo identification badges for all UJS employees and maintains a record of distribution.
 - b. Compiles and maintains records, statistical information, and reports.
 - c. Establishes and maintains various filing and records management systems to keep correspondence and records available for reference and efficient office operations.
 - d. Makes travel arrangements, prepares itineraries, prepares and compiles travel vouchers and supporting documentation, and maintains records of travel.
 - e. Maintains an adequate inventory of office supplies, and makes purchases for others' special requests.
 - f. Routes vendor contracts for signatures, sends them to vendors, and maintains records.
 - g. Processes mail.
 - h. Drafts correspondence for staff.
 - i. Processes work requests for computers, telephones, and other office issues.
 - j. Responds to telephone and email requests, determines the nature of requests and transfers them to appropriate individuals, or provides information.
 - k. Greets visitors, ascertains their needs, and provides appropriate solutions.
4. Performs special projects within areas of expertise and as assigned to further assist UJS.
 - a. Compiles and disseminates the UJS Newsletter and chairs the newsletter committee.
 - b. Compiles and updates the COOP plan.
 - c. Represents UJS on the Facilities and Planning Team (FPT) during office remodeling, and works with various offices regarding their work requests.
5. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position manages daily administrative functions to support the Chief Justice and the State Court Administrator; and manages integrated administrative functions for division staff and UJS employees.

ESSENTIAL FUNCTIONS REQUIRE

Sitting for extended periods of time; operating office machines such as a computer, telephone, copier, etc.; using hands for repetitive movement including grasping, turning, and typing; lifting as much as 30 pounds; walking up and down stairs; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers and the public, maintain confidentiality, manage stress, meet deadlines, and understand and communicate (verbally and in writing) procedures and practices.

PROBLEMS AND CHALLENGES

Challenges include prioritizing daily administrative activities such as mail, telephone calls, and email messages for the Chief Justice and SCA. This is difficult because it requires evaluation, analysis, and decision-making within limited time frames. Additionally challenged to prioritize assigned and self-directed duties to complete diverse work required in a timely manner. Further

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challenged to evaluate information and situations that may be of interest to, or have an effect on, the Chief Justice or the SCA and make them aware.

Problems encountered include rescheduling group meetings with an effort to accommodate all participants; canceling and redoing travel plans and room reservations; updating manuals which requires analyzing the whole document as to placement, page numbers, policy numbering, etc.; and coordinating and tracking remodeling work.

DECISION-MAKING AUTHORITY

Decisions include exercising discretion and judgment in areas that may be confidential and sensitive; determining group meeting logistics; initiation of assigned projects; priority of daily mail, calls, and contacts to the Chief Justice and SCA; priority of own daily work; contents of the UJS Newsletter; format and maintenance of filing systems; and extent of supply inventory.

Decisions referred include approval of meeting agendas and dates; assignment of projects and approval of final results; and approval of extraordinary or atypical purchases.

CONTACT WITH OTHERS and PURPOSE

Routine contact with the Chief Justice, the SCA, SCAO staff, staff in the Supreme Court Clerk's office, legal staff, Presiding Judges, Circuit Judges, and staff in other UJS offices to ask and answer questions pertaining to the workings of the UJS; with the Governor's staff and other Constitutional offices' staff, with members of the legislature, and with the public to answer pertinent questions; and with agencies' representatives involved in business travel.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- correct use of English, spelling, punctuation, and grammar;
- sequences such as alphabetical and numerical as they apply to sorting and filing;
- current computer environments;
- organizational operations, functions, and scope of authority of the Court or activities to which assigned;
- organization and maintenance of filing systems;
- the techniques of receiving callers, making appointments, and giving information.

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Skill in:

- use of word processing, spreadsheet, email, and calendar/scheduling computer software at a highly proficient level;
- typing or keyboarding with extensive proficiency;
- diplomacy, discretion, and judgment.

Ability to:

- collect, process, and comprehend information of diverse nature and to understand its application to the UJS;
- follow and apply instructions and guidelines in the disposition of problems;
- communicate, both orally and in writing;
- compose letters and memorandums;
- act with limited instructions;
- travel extensively, primarily within the state.

Education:

Graduation from high school or possession of a GED certificate. Associate's certificate in secretarial science or paralegal studies would be beneficial. Bachelor's degree helpful but not required.

Experience:

Four (4) years of secretarial/clerical experience and three years of work experience in an administrative/executive secretarial position; or an equivalent combination of related education and experience.