

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

I/T ADMINISTRATIVE SECRETARY

CLASS CODE: 99-31-08

POSITION PURPOSE

Provides administrative support for the Information and Technology Division (I/T) in the Unified Judicial System (UJS) by purchasing hardware, software, and office supplies; processing invoices for I/T purchases; balancing monthly expenditures with budgeted funds; assisting with computer systems' processes, both existing and developing; and performing general clerical tasks for I/T staff to facilitate accomplishment of work in the unit.

DISTINGUISHING FEATURE

This position is distinguished by consistent, correct, and complete work which initiates and maintains a steady flow of daily tasks and special requests, and results in time saved and processes moving forward in a timely manner.

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. Initiates purchasing processes to fulfill requests for hardware, software, and other office supplies and needs.
 - a. Corresponds with contacts at various companies to request quotes, shipping information, etc.; and to find comparable or more beneficial options.
 - b. Enters information on purchases into the UJS systems.
 - c. Makes sure requisitions have appropriate signatures.
 - d. Sends quotes on purchases to Budget and Finance.
 - e. Documents purchase order numbers, purchase prices, quantities, shipping and other pertinent information into an Excel spreadsheet.
2. Initiates payment processes to pay for I/T purchases, monthly and quarterly bills, contractors, and licenses to ensure timely payments and reimbursements and compliance with fiscal procedural guidelines.
 - a. Checks documents for accuracy and ensures required documentation is attached.
 - b. Selects appropriate fiscal codes for each invoice and voucher.
 - c. Enters vouchers into on-line accounting systems.
 - d. Maintains files and spreadsheets of vouchers and bills to track processing and provide information for budget expenditures.
 - e. Contacts vendors and employees if changes are required or for missing information; and explains UJS procedures.
 - f. Balances expenditures with budgeted funds.

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3. Performs administrative functions to assist with computer systems' maintenance and development.
 - a. Summarizes monthly court automation line item expenditures and balances a court automation budget with the monthly Bureau of Finance and Management (BFM) summary expenditure reports.
 - b. Maintains, updates, and distributes UJS table files and distributes other manuals as needed.
 - c. Conducts testing of internal computer systems during updates and/or revisions.
 - d. Monitors reports to ensure programming, systems, and billing efficiencies are maintained with regard to computer and user fee systems.
 - e. Resets passwords.
 - f. Provides temporary Help Desk support coverage as needed.
4. Performs general clerical support to I/T staff to facilitate the work of the unit.
 - a. Answers telephones and relays messages to appropriate staff; and is the receptionist for the office.
 - b. Maintains a filing system for the I/T office.
 - c. Makes travel reservations and prepares travel vouchers.
 - d. Monitors and analyzes daily I/T staff time study information to ensure consistency, completeness, and accuracy; and to identify trends.
5. Manages special projects for the I/T office as assigned by the UJS I/T Director.
6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position prioritizes and manages assigned daily office functions.

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; 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 working with complex procedures and applying them to multiple purchases and invoice payments simultaneously. This is difficult because the incumbent must select the right process for each purchase or payment, incomplete information must be corrected within timeframes, contacting vendors with questions uses valuable time, attention to all the details is a must, and information must be recorded in order to be retrievable in the short and long term. Further challenged to understand computer information systems and how they operate.

Problems encountered include having to contact vendors to correct problems such as items shipped to wrong locations, items that need to be returned, removal of inappropriate charges, etc.; correcting vouchers that are incomplete or incorrect; balancing budgeted funds with actual

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expenditures; explaining to employees how to change their passwords; and finding motel and hotel reservations that offer state rates.

DECISION-MAKING AUTHORITY

Decisions include determining processes required to complete assigned projects; how to document processes so that things are organized and steps are not missed or forgotten; priority of invoices to process; priority of assigned work; and which passwords need to be reset and instructions to provide.

Decisions referred include approval of purchases and distribution of budgeted funds; responses to questions outside assigned tasks; special project priorities; and questions regarding interpretation of rules and laws.

CONTACT WITH OTHERS and PURPOSE

Daily contact with I/T Director to approve purchases; with purchasing specialists regarding purchase requests and/or moratoriums; with fiscal staff about invoice codes, budgeted funds, etc.; with vendors regarding items to be purchased and shipped and about invoices; and with I/T staff to relay messages; and to seek assistance in providing assistance.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- computer systems, associated technologies, and terminology;
- bookkeeping principles and practices;
- purchasing processes and practices;
- mathematics.

Ability to:

- communicate effectively with I/T staff, other court personnel, and vendors;
- prioritize and organize assigned work;
- manage time to meet established timeframes and deadlines;
- follow instructions.

Education:

Graduation from high school or possession of a GED certificate.

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Experience:

Two (2) years of clerical work experience, working in an information and technology environment or a related field; or an equivalent combination of related education and experience.