**Idaho Judicial Branch**

**Position Description**

**Position Title:** Executive Assistant

**Effective Date:** January 2017

**Salary Range:** $53,204 - $58,466/yr.

**FLSA Status:** Non-Exempt

**EEO Job Category:** Administrative Support

**General Position Summary:**

This position provides executive assistance to the Administrative Director of the Courts as well as senior management throughout the Idaho Judiciary. The Executive Assistant develops and maintains positive internal and external relationships with a variety of stakeholders to coordinate people and resources for meetings, events, and conferences organized by the Administrative Office of the Courts. During the legislative session, the Executive Assistant is responsible for researching information and coordinating information and communication flow between legislators and the Idaho Courts. This position works under the general supervision of the Administrative Director of the Courts.

**Major Responsibilities:** (The examples provided do not cover all of the duties which the Executive Assistant may be required to perform.)

* Works with Idaho Court staff including judges, directors, managers, and other elected officials to coordinate and organize information as well as statewide and local meetings, conferences, and special events;
* Oversees the workflow of the Administrative Director’s Office and supervises the Administrative Assistant which includes delegating work, providing direction, and approving timesheets and absence requests;
* Responds to requests for public information or refers to the appropriate resource;
* Works closely with the Administrative Director regarding publications, events, research, special projects, and any day-to-day issues which may arise;
* Uses desktop publishing software and equipment to design and produce the weekly court e-news;
* Conducts research during the legislative session, develops documents including speeches, presentations, and reports as well as coordinates meetings between Idaho Courts executive staff and Idaho State Legislators;
* Maintains awareness of court business to ensure the proper communication of information;
* Coordinates quarterly statewide administrative conferences, creates information packets for attendees, attends conference, and takes meeting minutes;
* Ensures logistical details for local and statewide conferences and meetings are completed and any problems are resolved, arranges the availability of any equipment or displays necessary;
* Coordinates services for conferences and meetings such as accommodations, transportation, facilities, catering, signage, and any special requirements;
* Monitors meeting and event budget and reviews event bills for accuracy and approves payment;
* Makes travel arrangements for the Administrative Director of the Courts and other senior staff including transportation, lodging, registrations, and travel expense reimbursement;
* Assists with administrative support including phone and office coverage, and scheduling meetings.

**Minimum Qualifications:**

*Education and Experience:*

* High school diploma or equivalent required;
* Bachelor’s degree in Public Administration, Public Relations, or a related field preferred;
* A minimum of five years of executive support experience;
* Experience using desktop publishing software such as Publisher and In Design.

*Knowledge, Skills, and Abilities:*

* Knowledge of general office practices and procedures;
* Knowledge of supervisory practices and procedures;
* Knowledge of Idaho Courts preferred;
* Knowledge of business grammar, spelling and punctuation;
* Knowledge of MS Office Suite including Word, Excel, Publisher and PowerPoint;
* Knowledge of advanced desktop publishing techniques;
* Skill in coordinating information, meeting and events;
* Skill in interacting with a variety of people at all levels of the organization and the general public in an equitable and professional manner;
* Ability to maintain confidentiality of sensitive information and exercise tact and discretion;
* Ability to organize and coordinate information from many different sources;
* Ability to prioritize and organize multiple projects to meet deadlines;
* Ability to communicate effectively verbally and in writing;
* Ability to exhibit courtesy and good judgment;
* Ability to use initiative and work independently;
* Ability to pay attention to details;
* Ability to supervise staff.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

**Application Instructions:**

If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to [hr@idcourts.net](mailto:hr@idcourts.net) or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. ***Application materials must be received by Friday, January 20, 2017 by 5:00 p.m., MST.***

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.