



# Administrative Office of the Courts

## JOB ANNOUNCEMENT

### Administrative Assistant/ Support Specialist Part-time

**Recruitment Period:** Until Filled

**Number of Positions:** One (1) position

**FLSA Status:** Non-Exempt

**Salary:**

\$18.00-\$20.00/hour

**Position Location:** Fulton

#### **Job Summary**

The Administrative Office of the Courts seeks a dynamic and energetic part-time Administrative Assistant/Support Specialist to triage front office matters, help with administrative duties, and respond to the public and judges. Under supervision of the Chief Budget Officer of the Director's Division, this position provides administrative and operational support. In addition to providing special project assistance, meeting coordination and providing support to budget and project management teams. This position will produce various meeting materials and communications. This position requires phone, in person, and email interaction regularly with judges, attorneys, court professionals, and the public. The job calls for independent judgment, excellent written, verbal, and interpersonal communication skills, initiative, and the ability to multitask. This is an excellent opportunity for someone seeking a career in the Georgia judicial branch, attorney, or in public administration, and who enjoys working independently and as a team to improve the administration of justice.

#### **Duties and Responsibilities**

- Assist Executive Assistant as requested with providing administrative support to the Director, the Chief Budget Officer, and the Director's Executive Management Team.
- Assist Executive Assistant in various events to include planning preparation, meeting support, and meeting management.
- Coordinate events, public forums and meeting logistics for the Judicial Council of Georgia and associated judicial agencies.
- Oversee front office of the Administrative Office of the Courts
- Maintain office calendar to coordinate workflow and meetings.
- Maintain confidentiality in all aspects of client, staff, and agency information.
- Interact with clients, vendors, and visitors.
- Answer multi-line phone system and transfer calls to appropriate staff.
- Open, sort and distribute incoming correspondence and packages including email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Oversee the production and delivery of all meeting materials; including revising materials and ensuring the most up to date materials are available.

- Electronically file and retrieve organizational documents, records, and reports.
- Other duties as assigned by the Chief Budget Officer or Director's Executive Team.

### **Physical Requirements**

- Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations.
- Ability to sit at a desk for long periods of time using telephone and computer.
- Ability to walk, stand, bend, stoop, lift, reach and stretch in handling heavy and/or bulky items.
- Ability to lift and sort heavy or bulky items up to 30 lbs.

### **Minimum Training and Experience**

A high school diploma or general equivalency diploma (GED)

AND at least one of the following:

Completion of 90 quarter hours (60 semester hours) of business school or college and one year of experience in administrative support which included utilizing Microsoft Office Suites and Adobe Acrobat.

**OR**

Three years of experience in performing general office work which included utilizing Microsoft Office Suites and Adobe Acrobat.

**To apply:**

Applicants must submit a resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business **November 10, 2023**. This announcement is subject to close once a significant pool of qualified applicants has been reached.

Subject line must include: **Administrative Assistant/ Support Specialist**

**Additional Information:**

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete the next steps in the hiring process.

Applicants who require accommodations for the interview process should contact [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

Military veterans and senior citizens welcomed to apply.

**The Administrative Office of the Courts is an Equal Opportunity Employer.**