
Position Title:	Executive Management Assistant
Effective Date:	September 2023
Salary Grade/Range	13/ \$55,702 - \$75,081
FLSA Status:	Non-Exempt
EEO Job Category:	Administrative Support

General Position Summary:

This position provides executive assistance to the Administrative Director of Courts and enables leadership to function more effectively. The Executive Assistant works closely with the Director to manage complex projects and communicate progress consistently and effectively with interested parties throughout the state. This position develops and maintains positive internal and external relationships with a variety of stakeholders to coordinate people and resources for projects, meetings, events, and conferences organized by the Administrative Office of the Courts. An ideal candidate will be a highly motivated, detail oriented, and organized professional seeking an opportunity to learn and work in a dynamic office environment. This position works under the general supervision of the Administrative Director of Courts.

How We Work:

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts using an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Courts employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust, and shared accountability.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent of this position 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;
- Prepares and distributes project-related communications, reports, and presentations;
- Assists with the workflow of the Administrative Director of Courts' Office;
- Researches, compiles, develops, and summarizes material for reports on a frequent or recurring basis;
- 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 day-to-day issues that arise;
- Keeps a comprehensive record of action items, including details such as due dates, assigned owners, and related notes, generated during project meetings, discussions, or planning sessions;
- Regularly updates the status of action items, indicating whether they are in progress, completed, or pending, and including any changes or modifications to action items.
- Coordinates project goals, work plans, timelines, implementation strategies and evaluation methods for assessing progress toward project goals and outcomes;
- Creates and maintains project documentation, including meeting minutes, agendas, and action items.
- Coordinates quarterly statewide administrative conferences, creates information packets for attendees, attends conference, takes meeting minutes to document all actions taken by the conference as well as follow-up items;

- 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, scheduling meetings, and calendar management; and
- Other duties as assigned.

Minimum Qualifications:

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Education and Experience:

- High school diploma or equivalent required; preference may be given to candidates with a bachelor’s degree or other relevant certificate or credential;
- A minimum of five years of executive support experience; preference may be given to candidates with court, state government, or other public sector experience.

Knowledge, Skills, and Abilities:

- Knowledge of general office practices and procedures;
- Knowledge of project principles, concepts and practices;
- Knowledge of business grammar, spelling and punctuation;
- Knowledge of MS Office Suite including Word, Excel, Publisher, or publishing software and PowerPoint;
- Knowledge of advanced desktop publishing techniques;
- Skill in planning and scheduling techniques for organizational leadership;
- 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;
- Skill in project planning and collaboration;
- Skill in organizing complex written materials completely and accurately;
- Skill in organizing complex activities and coordinating with others to accomplish the project goals;
- 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;

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.

Updated: 8/2023 SB