

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT-SUPERIOR AND JUVENILE COURT

Spec No. 5058

BASIC FUNCTION

To assist the Superior/Juvenile Court Administrator with complex and confidential administrative support and provide administrative support to the Assistant Administrators.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Act as liaison between Superior/Juvenile Court Administrator and Superior and Juvenile Court staff, other departments and the general public; initiate appropriate action regarding requests for services or complaints including coordination of all staff moves (judges, judicial staff, juvenile court and superior court personnel) including but not limited to coordination of furniture moves and chamber rotations for Judges and Commissioners; liaison with county maintenance staff, and processing of special maintenance requests.
2. Coordinate and schedule appointments and travel arrangements; maintain the Administrator's calendar.
3. Provide financial recordkeeping as requested including accounts payable, budgeting analysis, creation of reports and financial reporting.
4. Support human resource activities including communication of benefit and policy changes or enhancements, all staff communication, support to application of state and federal laws, and labor relations as requested.
5. Compose and format letters, memos, forms and charts; proof and edit material submitted by others for signature and approval; prepare oral and visual presentations.
6. Plan, organize and coordinate meetings; take minutes; transcribe, edit and finalize minutes.
7. Plan, schedule and coordinate all staff or public meetings including 'swearing in' ceremonies, staff training sessions, information sessions, and public meetings.
8. Coordinate work of Superior/Juvenile Court Administrator's office and Assistant Administrators.
9. Maintain custody of and process confidential departmental information and personnel information.
10. Establish and maintain confidential files, working files, legal documents, and office supplies; administer maintenance contracts for office equipment.
11. Screen phone inquiries; refer calls to other staff members as appropriate.
12. Process mail and sort according to action to be taken.

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT-SUPERIOR AND JUVENILE COURT

Spec No. 5058

STATEMENT OF OTHER DUTIES

13. Coordinate various reports and documents with other departments, agencies, and offices as necessary.
14. Provide information to the public, staff, and other departments regarding policies and procedures.
15. Coordinate special projects as assigned.
16. Represent court administration at meetings where appropriate.
17. Attend professional seminars, training, and meetings as required.
18. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

An AA degree with two (2) years increasingly complex administrative experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- operations of Courts and Snohomish County
- conflict management and effective communication
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and record keeping
- computer technology
- office practices and procedures

Ability to:

- work under pressure and meet deadlines and cope with interruptions
- analyze and resolve work related problems
- exercise initiative and judgment, and make decisions within scope of assigned authority
- communicate effectively, both orally and in writing
- establish and maintain effective work relationships with public and private officials, other county employees, and with the general public
- operate computer equipment and applied software packages
- maintain necessary records and prepare required reports
- operate standard office machines and equipment

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT-SUPERIOR AND JUVENILE COURT

Spec No. 5058

KNOWLEDGE AND ABILITIES (Continued)

- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

SUPERVISION

The employee reports to an administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2002

Revised: January 2011, June 2012

EEO Category: 2 - Professionals

Pay Grade: 107 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous