



Circuit Court for Prince George's County

Executive Administrative Aide to the Court Administrator (G-21)

SALARY	\$33.65 Hourly \$70,000.00 Annually	LOCATION	MD, MD
JOB TYPE	Full-Time	JOB NUMBER	19-00155
DEPARTMENT	Court Administration	OPENING DATE	05/28/2024

Nature and Variety of Work

Under the direction of the Court Administrator, the incumbent is responsible for performing a wide variety of complex executive, administrative, and para-professional duties. The incumbent is also responsible for managing multiple projects with varying priorities, maintaining complete discretion on confidential matters, and exhibiting diplomacy. The incumbent must be able to review, process, and make recommendations quickly and accurately while working independently and keeping the Court Administrator informed of progress.

Examples of Work

The incumbent performs a full range of professional administrative assignments to include, but not limited to:

- Provides a high level of executive and administrative support to the Court Administrator.
- Manages the Court Administrator's calendar(s) and schedule.
- Establishes and maintains records/logs of incoming correspondence and documents to ensure timely action; reads outgoing correspondence/reports for procedural and grammatical accuracy, policy, and factual preparation.
- Types and proofreads confidential and general letters and reports.
- Compiles data, conducts independent research, takes meeting minutes/notes, drafts and updates reports, presentations, and resources.
- Maintains situational awareness by informing leadership of important organizational events, including daily/weekly meetings, long-term calendars, critical leader engagements, tasks, and other deliverables.
- Serves as a liaison between high-ranking officials, senior leadership, colleagues, internal and external stakeholders, and the public.
- Coordinates meeting and event logistics, including event planning and arrangements.
- Screens incoming calls and greets visitors, uses judgment and discretion to prioritize important matters.
- Tracks and distributes action items to the appropriate director or division.
- Edits and produces final copies of briefings, reports, and other documents, including spreadsheets, talking points, speeches, and travel itineraries.
- Maintains paper and electronic filing systems.
- Willingly and cooperatively performs tasks and duties that may not be listed explicitly in the class specification or position description but are within the general occupational category and responsibility level typically associated with the employee's class of work.

Minimum Qualifications

Minimum Qualifications:

Associate's degree in Business Administration or Secretarial Science and three (3) years of senior-level secretarial/administrative experience involved working with the public, office management and operational details, and staff supervision. Any equivalent combination of relevant training, education, and experience will also be accepted. Applicants should also possess the following:

- Excellent organizational and analytical skills,
- Have the ability to take the initiative, work under minimal supervision must be able to respond to directions,
- Ability to work with a range of colleagues and peers, including senior leadership levels.
- Eager to learn about interdisciplinary initiatives and research operations.
- Eager to learn about research grant proposal development. Excellent written, oral, and interpersonal communication skills.
- Ability to exercise discretion and confidentiality across office projects and activities.

Preferred Qualifications:

Two to four years of specialized experience functioning as an assistant to a senior manager or official.

Additional Information

This is an at-will position.

All applicants are subject to a background check.

The Circuit Court for Prince George's County is a drug-free workplace and an equal opportunity employer committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

A request for ADA accommodations for interviews should be made at the time of notification of the interview.

Agency

Circuit Court for Prince George's County

Address

14735 Main Street
Room M2407
Upper Marlboro, Maryland, 20772

Phone

301-952-3708

Website

<https://www.princegeorgescourts.org/>

Executive Administrative Aide to the Court Administrator (G-21) Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your level of completed education?

- High School Diploma or G.E.D.

- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Juris Doctorate
- Doctorate

***QUESTION 2**

If you responded 'Some College', how many credit hours have you earned?

***QUESTION 3**

Please select your field of study.

- Liberal Arts
- Social Sciences (General)
- Business/Public Administration
- Psychology
- Other
- N/A

***QUESTION 4**

How many years of experience do you have providing administrative support to a manager or senior executive?

- 4 or more years of experience.
- 3 years, but less than four years of experience.
- 2 years, but less than 3 years of experience.
- 1 year, but less than 2 years of experience.
- Less than 1 year of experience.

***QUESTION 5**

Which of the following best describes your skill level using slide show presentation programs (i.e., Google Slides, Microsoft PowerPoint, and Keynote)?

- No significant experience using slide show presentation programs.
- Experience reading and creating slide show presentation programs and saving and printing slides.
- All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting slides or data.
- All of the skills listed above PLUS creating animation schemes and slide transitions, embedding videos, and timing slide shows.

***QUESTION 6**

Which of the following best describes your skill level using word processing programs (i.e., Apple Pages, Google Docs, and Microsoft Word)?

- No significant experience using word processing programs.
- Experience creating word processing documents; saving and printing data.
- All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data.

All of the skills listed above PLUS creating tables and charts.

***QUESTION 7**

Which of the following best describes your skill level using spreadsheets (i.e., Apple Numbers, Google Sheets, and Microsoft Excel)?

No significant experience using spreadsheets.

Experience reading and creating spreadsheets/worksheets; saving and printing worksheets.

All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data.

All of the skills listed above PLUS creating formulas and charts.

* Required Question