

EXECUTIVE JUDICIAL ASSISTANT TO THE CHIEF JUSTICE

STATE OF MAINE JUDICIAL BRANCH

LOCATION: Capital Judicial Center, Augusta

The State of Maine Judicial Branch welcomes motivated team members to join us in serving the communities of Maine within the court system. The Judicial Branch plays a very important role in our communities by providing a safe, accessible, efficient, and impartial system of dispute resolution. Judicial Branch employees all support this mission, in their various roles. We have 31 courts across the state and process over 130,000 cases each year in support of Maine's almost 1.4 million residents.

Salary Range:

Grade 16, \$33.09 to \$43.11 per hour.

What We Offer:

At the Maine Judicial Branch, we value our employees, which is why we offer great benefits. In addition to competitive pay, we provide:

- Work-life balance: 13 paid holidays, 2+ weeks of vacation leave, and 12 paid sick days every year.
- Paid Parental Leave: 4 weeks
- Gym membership and childcare reimbursement programs
- Public Service Student Loan Forgiveness Program
- Health insurance coverage (85%-100% employer-paid for employee-only plan)
- Health insurance premium credit (5% decrease in employee premiums)
- Dental insurance (100% employer-paid for employee-only plan)
- Health and dependent care flexible spending accounts
- Defined Benefit Pension plan contributions
- Voluntary deferred compensation (retirement savings 457 Plan)
- Up to \$1000 Tuition Reimbursement each year
- Employer-paid life insurance (1x annual salary)
- Additional wellness benefits

General Summary:

This is highly responsible legal and administrative secretarial work of a confidential nature, performing complex secretarial duties of significant responsibility and variety for the Chief Justice and handling Judicial Branch-wide Supreme Judicial Court and general administrative matters.

In conjunction with Justices of the Supreme Judicial Court, the incumbent provides day-to-day supervision over all Judicial Administrative Assistants to the Supreme Judicial Court. As such, travel to Court facilities or Judicial Branch business locations, may be required.

Essential Job Functions:

- Office Management for the Chief Justice of the Maine Supreme Judicial Court

- Acts as the first contact person for the Office of the Chief Justice.
- Responds to questions from the public, refers callers to appropriate governmental offices.
- Assists judges and other State officials in connecting with the Chief Justice as appropriate.
- Types correspondence, opinions, decisions, orders, reports, manuals, and other documents.
- Provides clerical and organizational support involving legislative issues, media issues, confidential labor relations matters, confidential personnel matters, state and national events, special projects, etc.
- Provides clerical and organizational support for regular SJC Administrative meetings and Chiefs' meetings.
- Provides detailed editing review of memos, manuals, opinions, decisions, order, rule proposals, and administrative orders.
- Responsible for formatting and grammar of opinions and decisions.
- Receives, screens, and routes or answers incoming telephone calls and other communications including those from high-ranking state and national officials as well as those from the media.
- Acts as contact person for the Chief Justice in reaching out to individuals, organizations, and government officials for scheduling, planning, and justice-improvement projects.
- Receives, screens, and routes complaints from a variety of sources.
- Supervises, trains, cross-trains, and evaluates employees.
- Hires, counsels, and disciplines employees in consultation with Selecting Authority.
- Assess health and safety needs of staff.
- Ensures staff provides courteous and professional assistance, as well as effective working relationships, with all they come in contact with.
- Opens and distributes mail.
- Prepares and organizes documents for mailings.
- Maintains lists, logs, and directories.
- Organizes and maintains confidential files and office filings systems.
- Provides organizational and clerical support for various statewide projects.
- Maintains committee membership records, prepares orders appointing and reappointing members, prepares promulgation orders on rules amendments.
- Coordinates Law Court single justice assignments.
- Maintains and distributes statistical information and records with respect to Law Court opinions.
- Schedules and confirms appointments, meetings, speaking engagements, and travel arrangements.
- Performs varied office management tasks.

**The above list is intended to describe the general nature and level of work being performed by employees in this classification. A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.*

We're Looking For:

- Graduation from high school (or GED) and at least two years experience as a legal secretary, executive secretary, or administrative assistant. Preference given to candidates with an Associates Degree in a related field.
- Two years of supervisory experience in an office setting preferred. A combination of supervisory experience and supervisory training/course work may be considered on a case-by-case basis.
- Extensive knowledge of the English language and legal terminology, grammar, punctuation, spelling, and style.
- Demonstrated ability to understand and use The Bluebook, A Uniform System of Citation.
- Ability to efficiently and accurately prepare and proofread documents.
- Ability to accurately type and keyboard at least 60 words per minute.
- Skill at machine transcription.
- Skill and proficiency in the use of various computer applications, including word processing, database, and spreadsheet software, including, but not limited to: Word, and other word processing applications; email; Filemaker Pro; PowerPoint; and Excel spreadsheet software, as well as internet applications, and the ability to quickly learn and develop the skills and proficiency to use evolving and replacement applications.
- Familiarity with legal research.
- Ability to verify citations.
- Strong oral and written communication skills.
- Ability to respond patiently, positively, and helpfully to calls from the public and others.
- Ability to analyze office workflow, trouble shoot, prioritize workload for self and those that are supervised, and implement changes as needed.
- Ability to effectively explain and enforce Judicial Branch policies and procedures.
- Knowledge of modern office practices and procedures.
- Skill in the use and care of computers, copy machines, fax machines, and other office equipment.
- Ability to understand and follow oral and written instructions.
- Ability to understand court procedures, legal documents, laws and legal factors pertaining to the court system.
- Ability to interact effectively with the public, other court staff, judges, and attorneys in a variety of situations and circumstances.
- Ability to deal with multiple personalities and competing priorities in an efficient and effective manner.

How to Apply:

Cover letter, resume, and online application must be submitted online at <https://www.courts.maine.gov/about/jobs.html>.

This posting will remain open until filled.

The Judicial Branch is an EEO/AA employer.