


## Maryland Judiciary Job Description

	<b>Official Title</b>	Administrative Office Associate
	<b>Job Code</b>	ADMOFA
	<b>Business Title</b>	Admin Office Associate
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position performs varied support duties for one or more administrative officials, departments, judges, or work units. Requires some knowledge of the unit's activities and functions. Coordinates meetings; makes appointments; sorts, files, and retrieves correspondence, files, records, and reports; and creates correspondence on behalf of officials, departments, or work units. Collects and distributes mail, maintains office supplies, processes travel or other expense reports, and performs Human Resources functions, as needed. Work is performed under general supervision.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Prepares a range of general to complex correspondence, memorandums, and reports on behalf of the administrative official, department, or assigned unit.
- Reviews and processes documents and files related to the assigned unit's functions; updates records as needed to maintain accuracy and integrity of data.
- Performs data entry; tabulates and analyzes records; prepares, proofreads, and edits reports and charts; performs simple arithmetical calculations, as needed.
- Compiles and verifies accuracy of data from various sources for administrative reports; types routine data records and statistical reports.
- Arranges meetings and logistics, prepares agendas, coordinates packets/handouts, and composes meeting minutes for executive staff, project, and/or team meetings.
- Makes travel arrangements and state vehicle reservations; processes expense reports, as needed.
- Answers, screens, and routes telephone calls; maintains calendars and makes appointments.
- May assist with human resources functions. Maintains internal personnel files and distributes and coordinates necessary paperwork. May serve as HR Liaison and attend meetings, as needed.
- Orders supplies, equipment, and forms using purchase order system; reviews invoices and balances with purchase orders; verifies receipt of goods, researches discrepancies, and makes necessary adjustments. Forwards invoices for payment and processes expense reports.
- May train, assign, and review the work of other secretarial or clerical employees.

# Maryland Judiciary Job Description

- Sorts, files, and retrieves correspondence; copies and distributes files, records, reports, documents, and materials, as required.
- Receives, opens, sorts, and distributes mail, parcels, files, and other materials. Purges files in accordance with established procedures, schedules, or legal requirement. Collects, seals, and stamps mail and arranges for courier service.
- Maintains office supplies, forms, and materials; maintains equipment service contracts and schedules routine maintenance.
- Compiles and checks accuracy of data from various sources for administrative reports; types routine data records and statistical reports.

## MINIMUM QUALIFICATIONS

### Education and Experience

- High school diploma (or GED equivalent).
- Two (2) years of work experience providing secretarial, clerical, or administrative work involving the use of a personal computer and word processing software.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- General office practices, procedures, and equipment.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Judicial policies, procedures, and forms.

### Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Typing on personal computer.
- Organization and time management.
- Accuracy and attention to detail.
- Customer service and handling problems tactfully and patiently.
- Reading, comprehension, proofreading, and editing.
- Usage of standard office equipment, computer equipment, and computer applications.
- Interpersonal communication and relations.

### Ability to:

- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.

## Maryland Judiciary Job Description

- Interpret, apply, and follow a variety of written or verbal instructions.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Use and maintain alphabetical and numerical filing systems.
- Perform basic arithmetical calculations and computations accurately.
- Understand and carry out complex verbal and written instructions.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Understand and abide by departmental rules, regulations, and procedures.
- Accurately prepare and process a variety of reports, records, and documents.
- Establish and maintain effective working relationships with other employees, superiors, and/or the general public.
- Maintain confidentiality.

### SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

### WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

\*\*\*\*\*

*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	May 2023
<b>Dates revised:</b>	August 2024