

## **ADMINISTRATIVE SUPPORT TECHNICIAN**

### **DEFINITION**

Under supervision, performs a variety of administrative duties in support of an Administrative Specialist or other position responsible for the administrative functions in a Court of Appeal; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the journey-level support class, and incumbents are fully competent to independently perform the full range of administrative support duties. Under supervision, incumbents handle assignments involving broad areas of administrative action that relieve the supervisor of administrative detail. This class is distinguished from Administrative Specialist in that the latter organizes, directs, and coordinates various judicial administrative support services for an appellate court such as human resources, budget, business services, security, facility, and janitorial functions in an appellate court.

### **EXAMPLES OF DUTIES (*illustrative only*)**

- Maintains health/dental information booklets and enrollment forms; coordinates required paperwork for new employees; may conduct orientations.
- Provides information on classification and salary matters, merit salary adjustments, and attendance reporting.
- Responds to requests for building maintenance, telephone repair, photocopy repair, various office equipment repair, etc.
- Requests and secures supplies for the court; prepares purchase orders; processes invoices for payment approval.
- Updates and maintains basic budget and accounting records.
- Administers monthly transit program for court.
- Prepares administrative, financial, and management reports.
- Prepares statistical reports relating to the budget.
- Assists with special projects, studies, and investigations involving administrative functions in an appellate court.

## **WORKING CONDITIONS**

- Must be available to work overtime.

## **QUALIFICATIONS**

### **Knowledge of:**

- Office and administrative practices and procedures.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets and accounting programs, and data entry.
- Organizational policies and procedures.
- Correct business English, including spelling, grammar, and punctuation.
- Basic principles of organizing, accounting and budget; and summarizing data and information.
- Record-keeping principles and practices.

### **Ability to:**

- Provide effective administrative support and assistance.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Understand and follow oral and written directions.
- Safely operate standard office equipment.
- Organize and maintain accurate files and records.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets and accounting programs, and data entry.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Licenses and Certificates:**

None.

### **Education and Experience:**

Equivalent to graduation from high school and three years of administrative support experience.

Or Two years as an office assistant with the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.