

GRADUATE STUDENT ASSISTANT

DEFINITION

Under supervision, provides support to the professional staff in a division of the Judicial Council; performs related work as assigned.

CLASS CHARACTERISTICS

Graduate Student Assistant is a trainee-level classification. Under close supervision, incumbents are students enrolled in a graduate program with a college or university who work with professional staff in a division of the Administrative Office of the Courts in order to gain experience and skills associated with the division's current projects. This class is designed to provide graduate students with the opportunity to gain useful experience and acquire skills applicable to their field of study and career goals.

EXAMPLES OF DUTIES (*illustrative only*)

- Performs selected administrative duties in support of a particular function or project, such as recruitment, employee relations, compensation, benefits, budget preparation, court operations, and other areas.
- Conducts research related to on-going studies in functional areas within a division.
- Analyze data, develop reasonable conclusions, and present information in a organized method.
- Assists in preparation of meetings, conferences, and programs.
- Uses a variety of standard software packages to collect data, perform calculations and numerical comparisons, and generate reports, graphs, and charts.

QUALIFICATIONS

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

Knowledge of:

- Principles of organizing and summarizing data and information.
- Principles and techniques of preparing effective written materials.
- The operation of personal computers and the use of specified computer applications, such as word processing, data, entry, spreadsheets, and desktop publishing.

Ability to:

- Research, compile, analyze, and summarize information and data.
- Understand and follow oral and written directions.
- Deal tactfully and effectively with those contacted in the course of the work, in person and over the telephone.
- Safely operate a variety of standard office equipment.
- Handle multiple tasks simultaneously, maintaining a good attitude.
- Communicate in college-level English, both orally and in writing.

Licenses and Certificates:

None.

Education and Experience:

Current enrollment in a graduate program with a college or university, preferably in a field of study associated with the assigned functional area.