

VERMONT JUDICIAL BRANCH

ADMINISTRATIVE ASSISTANT B

Court: Court Administrator's Office

Supervisor: Varies

Job Code: 05020J

Exempt/Non-exempt: Non-exempt

Pay Grade: 19

Union Eligible: Yes

PURPOSE:

Complex administrative work as an assistant to a department or division manager. Assigned duties are generally of a complex technical/professional level. Work is performed under the supervision of an administrative superior, but with need for significant interaction with other division or department staff, and outside service providers.

ESSENTIAL JOB FUNCTIONS:

- Personally plans and directs or assists in the administrative activities of a division.
- Reviews office and field operating procedures and policies; recommends improvements where appropriate.
- May personally perform or supervise budget preparation, contracts administration; office management; mail and switchboard services; forms design and reproduction; purchasing; and other duties as assigned.
- Prepares various statistical, financial and special reports.
- Where applicable, performs complex technical and professional tasks such as liaison with data processing staff, permits procedures and operations manuals, and others.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Bachelor's degree;

OR

Associate's degree and one year providing administrative-level duties for a project, program, or operation;

OR

High school graduation or equivalent and two years performing administrative-level duties for a project, program, or operation. Administrative duties are those beyond general clerical or secretarial, such as interpretation of laws, rules and regulations; data collection and analysis; managing support services; and implementing program policies and procedures.