

**VERMONT JUDICIAL BRANCH**  
**ADMINISTRATIVE ASSISTANT A**

**Court:** Court Administrator's Office

**Supervisor:** Varies

**Job Code:** 05010J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 17

**Union Eligible:** Yes

**PURPOSE:**

Administrative work as an assistant to a manager, unit or program chief, or with direct responsibility for a specific assigned program or function. While actual duties may vary, positions in this class are characterized by decision making with little concurrent supervisory review, and accountability for results. The role differs from higher level administrative assistants by a more limited program or functional area, and less impact upon total department activities. Assignments may generally be characterized as a first level administrative role with clearly indicated functional and authority dimensions. Work is performed under the direction of an administrative superior.

**ESSENTIAL JOB FUNCTIONS:**

- As delegated, may perform assigned tasks of a complex nature requiring independent action and full accountability for program results;
- Support services such as budget, personnel, purchasing or space and communications needs for a board, director or program administrator;
- Receiving requests and complaints from customers and taking substantive action(s) to resolve or alleviate the problem;
- May personally perform complex and confidential secretarial related duties;
- Work independently on difficult and complex tasks;
- Communicate effectively orally and in writing;
- May prepare a variety of fiscal, statistical, or narrative reports;
- 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.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

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

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.