

**COURT SYSTEM
POSITION DESCRIPTION**

Payroll Job Title: Executive Administrative Assistant	Working Job Title: Executive Administrative Assistant	FLSA: <i>non-exempt</i> EEO: 5 Class Code: 027618
Division: Executive	Date of Revision: 9/24/2018	Page 1

SUMMARY: The Executive Administrative Assistant will be responsible for supporting the Director who serves as the CEO for the Tennessee court system of the AOC, as well as with the Tennessee Supreme Court as needed in a confidential environment. This person is responsible for the scheduling and the day to day operations of the Director. The individual must demonstrate exceptional judgment in handling all requests made and must provide an outstanding work product. The Individual will also work with the Executive and Legislative branch Executive Assistants for which utmost in professionalism and confidentiality is a requisite. Representing the Judiciary, AOC, and TN Supreme Court, this individual must have a highly mature, professional demeanor, strong organizational skills and the ability to work flexible hours. The Executive Administrative Assistant serves as a liaison between the Judiciary and the general public, persons in other state departments, and divisions, officials, and entities outside the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administrative – Maintains director’s calendar; schedules meetings and travel arrangements; drafts and or formats correspondence as needed; and enters travel reimbursement information in Edison.
2. Supports the Supreme Court– Collects reports for all divisions prior to the monthly Supreme Court Business Conference. Collects reports for all divisions; drafts agenda for director; print and compile and bind reports for director; after each business conferences formats minutes from director’s draft and distributes draft to the court; modifies and finalizes the minutes and submits final version to members of the court and the director.
3. Assists the Director and Project Leadership in preparing reports, proposals and other documents. Proficient in Excel, Power point production and other data management tasks. Experience with visualization of data/info graphics and other communication skills preferable
4. Supports the Director with special project based work on boards, commissions, state and national conferences
5. Logistically plans meetings, conferences, videoconferences and trips; utilizing AOC online calendaring and working with IT as necessary
6. Handles internal and external communications with professionalism and efficiency including but not limited to, drafting emails, letters and various documents on behalf of the Director.
7. Remain flexible to plan and participate in after-hours business functions.
8. Supports the work of Tennessee Judicial Committee and the Executive committee as necessary by drafting agenda’s for meetings, meeting logistics

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and communication with the Executive Committee in preparation for meetings.

9. Completes a variety of other tasks associated with the administration of the Supreme Court and the Director as needed.
10. This position requires management of confidential information and development of strong professional relationships, both interagency and with external partners. Must be able to work under tight deadlines and respond to high pressure situations.

QUALIFICATIONS:

Education and/or Experience: Bachelor's degree preferred with three years of full-time professional experience as support staff; supporting a CEO, senior and/or executive management in federal or state government, academic institution, or nonprofit or large institution is preferred.

Other Requirements:

Must have a valid TN driver license and current automobile insurance.
Must be able to lift at least 25 pounds.
Must be available for overnight travel for time to time.

Competencies:

1. Experience with highly confidential information and issues
2. Highly proficient in time management, organization and multi-tasking
3. Ability to work with confidential matters
4. Highly proficient in Microsoft Office (Power Point/Excel/other software)
5. Highly flexible with excellent customer service skills
6. Exceptional judgment and decision-making abilities
7. Excellent verbal and written communication skills
8. Excellent Teamwork/Interpersonal skills