

SUPREME COURT OF TEXAS

Executive Assistant I (2)

Full-time-40 hours

Salary Range: \$47,000 - \$57,000

JOB DESCRIPTION

The Supreme Court is seeking two Executive Assistants for complex administrative support of the Supreme Court of Texas Children's Commission and a new joint Judicial Commission on Mental Health under the Supreme Court and the Texas Court of Criminal Appeals. The work involves coordinating the administrative operations of the Commissions, including administrative support to the respective Commissions' staff, coordination of travel arrangements, conference registration, and presentation preparation. Must schedule in-person meetings, conference calls, and webinars, and ensure that activities are properly posted on the Microsoft Office Calendar. The job requires coordinating meeting notices and invitations, confirmations, follow-up notices, and reserving and readying conference and meeting rooms, developing, coordinating, and maintaining a logical filing system and various databases. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL SKILLS AND ABILITIES

- Schedule, organize, and staff frequent meetings, events, and conferences, ensuring conference and meeting rooms are prepared, and that all activities are properly posted on the Microsoft Office Calendar.
- Prepare or assist with the preparation of agendas, reports, and documents associated with various projects and activities of the Children's Commission.
- Maintain lists of all meeting registrants, participants, and regular stakeholders, and perform merges for mail-outs, name badges, rosters, and other materials as needed for conferences and meetings.
- Maintain distribution lists and disseminate correspondence on behalf of the Commission.
- Initiate and complete tasks with limited supervision, offer suggestions to improve work processes, and make decisions using appropriate professional judgment and reasoning.
- Use task lists to track administrative elements related to Commission programs and projects.
- Coordinate project timelines and assignments with all staff to ensure timely completion.
- Produce transcribed meeting proceedings and minutes using correct spelling, grammar, and punctuation. Proofread and review documents for clarity and consistency.
- Coordinate travel plans and itineraries and prepare supporting budget documents and forms.
- Develop, coordinate, and maintain filing systems and databases.
- Assist with, manage, and compile results of hard copy and online survey programs.
- Organize, prioritize, and facilitate projects across two or more principal attorneys. Meet critical deadlines while maintaining attention to detail. Handle multiple tasks efficiently.
- Establish and maintain effective working relationships, both internally and externally.
- Communicate effectively, in-person and on the phone, with a variety of individuals, including high-level officials while maintaining strict confidentiality with business matters, records, and personnel information.

MINIMUM QUALIFICATIONS

- Graduation from high school.
- Three years full-time administrative support, general office, clerical, or secretarial experience.
- Evidence of high level of proficiency with Microsoft Office Suite.
- Proficient writing, proofreading, and editing skills. Writing sample may be requested or applicant may be tested on proofreading and editing skills.
- Experience transcribing meeting minutes.
- Experience and education may be substituted for one another.

PREFERRED QUALIFICATIONS

- Graduation from an accredited four-year college or university with major course work in business administration or a related field.
- Prior government agency experience relating to coordinating meetings, venues, travel for staff, and developing agendas and itineraries.
- Prior experience with managing multiple overlapping projects and deadlines and coordinating with multiple principals.
- Prior experience in child welfare, juvenile justice, or criminal law.

EMPLOYMENT CONDITIONS

Work is performed in a standard office environment and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers, and telephones.
- Prolonged standing and/or sitting.
- Moderate lifting 13-50 pounds.
- Travel: 15-20 percent of the time.
- Personal vehicle is required to transport meeting materials offsite.

Email state application and résumé to cip-applications@courts.state.tx.us.

The Supreme Court of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

Military Crosswalk:

www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_administrativesupport

Additional Contact Information:

Contact: Andrea Vicencio, Administrative Assistant

Email: cip-applications@txcourts.gov

Please submit a complete State of Texas employment application and a resume or curriculum vitae. Please submit by email to cip-applications@txcourts.gov, by fax to (512) 463-8895, or by mail to: Regular Mail (USPS) please use Supreme Court of Texas, Attn: Children's Commission,

P.O. Box 12248, Austin, TX 78711; FedEx or UPS please use Supreme Court of Texas, Attn: Children's Commission, 201 W 14th Street, Room 104, Austin, TX 78701. State of Texas applications must be completed and signed. Incomplete or unsigned applications may not be considered. Please email Andrea Vicencio at cip-applications@txcourts.gov with any questions.