

THE SUPREME COURT OF TEXAS

Executive Assistant I
Full-time-40 hours
Salary Range: \$48,000 - \$58,000

JOB DESCRIPTION

Performs complex administrative support for the Supreme Court of Texas Permanent Judicial Commission for Children, Youth and Families (Children's Commission). The work involves supporting the administrative operations of the Commission, including coordinating meetings notices and invitations, confirmations, and follow-up notices on all aspects. Requires coordinating and supporting meetings, conferences and conference calls, travel arrangements, conference and meeting registrations, and preparing documents, letters, reports, and presentations. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL SKILLS AND ABILITIES

- Organize, prioritize, and facilitate projects across two or more principal attorneys. Meet critical deadlines while maintaining attention to detail. Handle multiple tasks efficiently under pressure.
- Use task lists to track all elements related to Commission programs and projects.
- Schedule, organize, and staff meetings, events, and conferences, ensuring conference and meeting rooms are prepared, and that all activities are properly posted on the various Commission calendars.
- Prepare or assist with the preparation of agendas, reports, and documents associated with various projects and activities of the Commission.
- Maintain large and varied 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.
- 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 complex correspondence, emails, documents, technical reports, draft letters and memos 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.
- 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.
- Demonstrate initiative and a high sense of urgency.

MINIMUM QUALIFICATIONS

- Graduation from high school.
- Five 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 law.

EMPLOYMENT CONDITIONS

Work is performed in a standard office environment and requires:

- Regular and punctual attendance.
- Frequent use of 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.

To apply, email a cover letter and resume to cip-applications@txcourts.gov.

*Note that a state of Texas application will be required if selected for an interview. Application forms can be found here: <https://twc.texas.gov/jobseekers/state-texas-application-employment>.

Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

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