

Job Title	Administrative Assistant II
Occupational Group	Administrative Court Support

Job Summary

The Administrative Assistant performs administrative, technical, and professional work supporting the financial, budget, and human resource programs of the Clerk's Office.

- Representative Duties**
- Assist and serve as back-up to the Budget Analyst for financial records, including: maintaining, reconciling and reviewing accounting records; managing Cash Register user profiles and performing Cash Register Supervisor Role; preparing Cash Register close-out, weekly deposit, and CRimport to JIFMS; maintaining the Cash Receipts Journal; reviewing and reconciling pay.gov payments and deposits from CM/ECF; reconciling payments and deposits to Attorney Admission Fund; and managing payment of transcript vouchers.
 - Assist and serve as back-up to the Budget Analyst for reporting, including: preparing, reconciling, and reviewing monthly AO-274 report, monthly AO 183 report, open obligations reports, monthly Electronic Status of Funds report; and monthly, quarterly, and year-end Spending Plan and Budget Reports.
 - Assist and serve as back-up to the Human Resources Specialist for travel, including: preparing, reviewing and processing travel vouchers; preparing travel authorizations; assisting with travel cards and travel arrangements; explaining travel policies and procedures; and authorizing transportation charges with National Travel Service.
 - Assist and serve as back-up to the Budget Analyst for printing, including: developing and reviewing specifications; completing GPO forms to place printing work orders; coordinating approval of proofs; checking deliveries against work orders; and resolving discrepancies.
 - Assist Contracting Officers in procurement activities, including: entering obligations in JIFMS; preparing, approving, and processing purchase requests; preparing specifications, solicitations and requests for quotes; conducting vendor/product research; reviewing competitive quotes from vendors; preparing purchase orders; checking deliveries and invoices against purchase orders; processing invoices and preparing payment vouchers; coordinating with vendors needing to register in SAMS and with JIFMS Vendor Administrator to import new vendors from SAMS.
 - Provide assistance and back-up to the Human Resources Specialist, including: entering and verifying information in JENIE and HRMIS; processing personnel actions; maintaining accurate and complete HR files and records; researching HR questions; assisting with recruitment and entry on duty of new employees and termination of retiring or departing employees; handling employment verifications; preparing required HR reports; and assisting with training and wellness events.
 - Use current software and systems to record, store, track, and report information. Adhere to appropriate internal controls for financial and human resource activities. Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

- Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**
- Finance**
- Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting and financial transactions. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to project, monitor and reconcile expenditures, utilizing proper accounting codes and events. Ability to reconcile invoices, vouchers, and records of payments. Ability to recognize errors and their probable causes. Ability to understand, develop, and implement internal control policies and procedures.

Human Resources

- Knowledge of human resources procedures and practices as they relate to processing human resources paperwork and transactions and complying with reporting requirements. Ability to research issues and problems and provide accurate information. Skill and accuracy in processing HR transactions.

Court Operations

- Knowledge of court operations and functions. Knowledge of the court automated case management system in order to obtain or research information needed to perform financial duties.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and prepare reports in an understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.

Information Technology

- Skill in the use of financial and accounting software and in designing and creating Excel spreadsheets.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to perform a variety of administrative and technical activities, ensuring strict accuracy and adherence to the applicable policies, regulations and protocols. The work encompasses developing operating guidelines that facilitate the effective management of the court's administrative work, thereby affecting the judges, their staffs, outside agencies, vendors, the bar, litigants, and the public. The incumbent assists in implementing policies and procedures and in processing transactions in a manner that accords with federal law, judiciary policy, and administrative fairness and efficiency.

Factor 3 – Complexity and Decision Making

Successful performance of assigned tasks requires the incumbent to learn the governing policies and procedures and the systems used to implement those policies and procedures. Decisions are based on a thorough knowledge of standard procedures and policies. Most aspects of the work require high skill levels and present challenges in handling a variety of persons, problems and subject areas. Judgment is often exercised in planning and executing projects, setting priorities, maintaining confidentiality and handling situations and persons tactfully.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are judges and chambers staff, peers, managers, executives, staff of other court units, circuit executive office staff, and Administrative Office staff for the purpose of processing financial and personnel transactions and maintaining records and reports.

Factor 4B – Interactions with External Contacts

The primary external contacts are the public, financial institutions, and other agencies for the purpose of answering questions, exchanging information, and verifying transactions.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting.