

Circuit Court for Baltimore City Executive Assistant

The Circuit Court for Baltimore City is seeking a dynamic individual for the position of Executive Assistant. The position will assist the Court Administrator in all duties and responsibilities, including, advise, staff assistance and administrative support to the Director. The incumbent will report to the Court Administrator.

Essential Functions

- Assists the Court Administrator and the Deputy Court Administrator in formulating and implementing administrative policies, practice procedures and long-term goals for the Court.
- Maintain accurate and up-to-date schedule for the Court Administrator.
- Performs confidential and special projects and researches and prepares reports and correspondence for the Court Administrator's approval.
- Directs and monitors the execution of decisions and policies of the Court Administrator and interprets decisions and policies for subordinate agency staff.
- Ensures adherence to laws, regulations program policies and guidelines utilized by or impacting the Court.
- Investigates and resolves confidential or sensitive administrative problems, complaints and situations at the request of the Court Administrator.
- Attends confidential administrative and operational meetings; organizes, coordinate and monitors the implementation of resultant actions, resolutions and administrative decisions.
- Assists high-level agency managers in the implementation and coordination of the administrative aspects of planning projects and programs.
- Accompanies the Court Administrator to public and governmental meetings and acts on meeting decisions and resolutions.
- Exercises sound independent judgment in screening mail, telephone calls and visitors; provides information or answers to questions not requiring superiors' attention.
- Perform other related duties as assigned.

Education, Knowledge and Experience

- A Bachelor's degree from an accredited college or university and five years of experience performing executive level administrative support work including two years in a confidential environment.
- Knowledge of the principles and practices of public administration and court environment.
- Ability to plan, organize and coordinate a program of administrative functions in a government organization.
- Ability to research and compile administrative reports and documents and to analyze planning reports and statistical information.
- Ability to communicate effectively, both orally and in writing.
- Ability to utilize Microsoft Excel, PowerPoint and Microsoft System Applications

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$44,200 to \$70,800.

To Apply:

A writing sample will be obtained following the interview.

Please submit a cover letter and resume by COB deadline **Friday, September 30, 2016** to:

Mr. Lionel Moore, Court Administrator
Circuit Court for Baltimore City
Administrative Office
111 N. Calvert Street, Room 200
Baltimore, Maryland 21201
(Please, no telephone calls or email responses)
www.baltimorecity.gov

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at anytime, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.