

VERMONT JUDICIAL BRANCH

ADMINISTRATIVE SERVICES TECHNICIAN

Court: Court Administrator's Office

Supervisor: Human Resources Manager

Job Code: 04350J

Exempt/Non-exempt: Exempt

Pay Grade: 15

Union Eligible: No

PURPOSE:

Work involves technical and clerical support for human resources/employee education functions and Division management. The position involves extensive contact with judicial officers, court staff, job applicants and members of the public, and requires providing timely responses and accurate, complete information to all customers.

ESSENTIAL JOB FUNCTIONS:

- Provides office support of a technical and clerical nature, including preparing and formatting documents, and copying, tracking, ordering, and organizing supplies, and scheduling appointments.
- The position requires working with electronic data bases, spreadsheets, and word processing.
- Assists in the preparation of training materials, scheduling, and logistics for meetings, staff training and recognition events.
- Assists with the recruitment process, including data entry, report and letter generation using an automated application database, and maintaining applicant and recruitment files and records.
- Answers questions from applicants.
- This position involves work of a highly confidential nature.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: High school graduation or equivalent; or completion of a vocational/technical training program in business, office administration, or related area.

Experience: Two years of clerical or secretarial work, including customer service and Microsoft Office Suite experience

Note: College or post graduate training above the high school level in the field of business or office administration, or related field, may be substituted for the work experience on a year for year basis.