



Administrative Office of the Courts

Job Description

Job Title:	AOC Executive Assistant – Office of Court Interpreter Services	Grade:	GS06
Division:	Legal Services	Revision Date:	9/8/2021

POSITION SUMMARY:

The Executive Assistant for the Office of Court Interpreter Services (OCIS) assists foreign and sign language interpreters employed by the AOC. This position is responsible for performing clerical and administrative tasks in a well-organized and timely way. The Executive Assistant acts proactively and without guidance while understanding the needs and characteristics of the individuals and offices with whom OCIS works. This position reports to the OCIS director.

JOB DUTIES:

- Serves as the point of contact between the AOC OCIS, courts, and interpreters and manages accompanying information flow.
- Assists in scheduling of interpreters for court.
- Handles incoming and outgoing communication.
- Maintains complex filing systems and databases.
- Reviews and prepares documents.
- Screens and directs phone calls and distributes correspondence.
- Plans events and coordinates relevant logistics.
- Contributes to team efforts.
- Other duties as assigned.

QUALIFICATIONS:

- **Education**
 - High school diploma or equivalent.
- **Knowledge, Skills, Abilities**
 - Proven working experience as an executive assistant.
 - Excellent customer service skills.
 - Proficient in MS Excel.
 - Excellent MS Office knowledge.
 - English proficiency.
 - Basic bookkeeping skills.
 - Outstanding organizational and time-management skills.
 - Proficiency at multi-tasking.
 - Aware of the latest office technology and applications.
 - Acquainted with office management systems and procedures.
 - Excellent verbal and written communications skills.
 - Discretion and confidentiality.

Last Updated By:

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