MONTANA JUDICIAL BRANCH

**OFFICE ADMINISTRATOR**

# Nature of Work:

This is advanced administrative support work involving office management for the Commission on Practice, Judicial Standards Commission, and Sentence Review Division. Work includes providing guidance, direction and work and schedule coordination to assigned office staff. Work requires the exercise of considerable independent judgment in accordance with the rules of court, state statutes, rules of regulatory commissions and court and office policies and procedures.

Work is performed with considerable technical independence under the supervision of the Sentence Review Division District Court Judges, Commission Chairpersons and the State Court Administrator and is reviewed in consultation and upon completion for accuracy, completeness, timeliness and adherence to guidelines.

**Essential Functions:** (Any one position may not include all the duties listed, nor do examples cover all the duties which may be performed.)

* Administer the functions of three commissions; arranges for commission meetings and hearings in-person or via Zoom videoconference; makes arrangements for location, facilities and ancillary vendor support; prepares and sends hearing notices, prepares agendas and meeting and hearing materials; attends commission meetings and hearings; drafts and files various court documents, prepares and distributes meeting minutes; makes travel arrangements.
1. Coordinates and performs administrative duties; receives, researches and provides information; acts as liaison with Court personnel, Bar representatives, investigators and special prosecutors; refers very complex or sensitive inquiries to the supervisor or an appropriate official; screens and directs calls.
2. Prepares, composes and edits a variety of date-sensitive correspondence, forms, statistical reports, orders and other documents from notes, rough draft, oral instructions, dictating equipment or established procedures; researches, identifies, verifies and gathers information; creates and formats forms, reports, publications and other documents; compiles statistics and prepares reports for the Judicial Standards Commission to submit to the Montana Legislature each biennium
3. Organizes and coordinates incoming paperwork to keep appropriate individuals informed and to ensure timely and accurate processing of information.
4. Sets up, organizes, and maintains a complex manual and electronic record, filing and statistical system; creates and maintains databases and spreadsheets; sets up, updates, consolidates and closes files; assigns files; monitors status of matters; prepares and distributes status reports; coordinates distribution of various documents.
5. Provides guidance, and workload and schedule coordination to commission members, answers frequently asked questions.
6. Assists in the management, planning, organization and administration of the office; reviews and monitors expenditures; apprises Commission Chairpersons and the Administrator of personnel, budgetary and other matters needing attention.
* Other duties as assigned.

# Knowledge, Abilities and Skills:

* Knowledge of legal terminology and format.
* Ability to organize and prioritize work and meet deadlines.
* Thorough knowledge of business English, arithmetic, and modern office practices, procedures, methods and equipment.
* Thorough knowledge of rules of court, state statutes, regulatory commission rules, court and office policies, and procedures.
* Considerable knowledge of computerized office programs.
* Knowledge of bookkeeping practices and procedures.
* Ability to prepare and compose effective and accurate correspondence.
* Ability to prepare and maintain complex, accurate and complete records.
* Ability to provide guidance, direction and assistance to co-workers.
* Ability to make arithmetic computations and tabulations accurately.
* Ability to understand and follow complex oral and written instructions.
* Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people.
* Ability to interpret, explain, and apply laws, rules, policies and procedures.
* Ability to recognize, maintain and communicate the need for confidentiality.
* Ability to work well in cooperation with others, execute tasks promptly as assigned, be self-directed and well organized and work well under pressure.
* Ability to use good judgment and discretion when providing information and dealing with the public.
* Ability to deal with irate or upset people in a calm manner.
* Ability to establish and maintain effective working relationships with county attorney staff, public defender, attorneys, other judges, employees of the district court, other agencies, and the public.
* Ability to operate a personal computer, calculator and other office equipment.

**Working Conditions:**

* Work is performed primarily in an office setting with occasional walking, standing, bending, reaching and lifting carrying items up to 25 pounds such as papers and files. Up to 20% travel may be required.

**Physical Demands:**

* Work is essentially sedentary with occasional walking, standing, bending and carrying items up to 25 pounds such as papers and files*.* Work requires periods of extended computer use.

# Qualifications: (Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)

* Associate’s degree from an accredited college or university in secretarial sciences, business or a related field.
* Two years of progressively responsible legal experience, which demonstrates the ability to perform the duties of the position.
* Experience as a high-level assistant is preferred.

**Licensure and Certification Requirements:**

* Possession of a valid Montana driver’s license; proof of insurance if using a personal vehicle on State business.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

Shauna Ryan Judicial Education Coordinator 3/12/2025

**Immediate Supervisor Title Date**

My signature below indicates that I have read this job description.

**Employee Title Date**

**Human Resources Review**

**Working Title:** Office Administrator **Position Number:** 21102100

**Job Code Title:** Office Administrator

**Job Code Number:** JUD170  **Pay Grade:**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

[ ]  FLSA Exempt [x]  FLSA Non-Exempt

[x]  Telework Available [ ]  Telework Not Available

[ ]  Classification Complete [ ]  Organizational Chart attached

**Human Resources:**

Rob Bird Human Resource Director 3/12/2025

**Signature Title Date**