



Position Available
ADMINISTRATIVE ASSISTANT I
State Court Administrative Office
Salary Range: \$38,878.56 - \$49,193.28

The State Court Administrative Office is looking for qualified applicants for the position of Administrative Assistant I. Reporting to the Administrator for Region 3 in Mt. Pleasant, the Assistant provides secretarial support within the office and will also provide remote assistance to other Regional Offices as needed. Essential duties and responsibilities include the following. Other duties may be assigned:

- Serve as primary receptionist for the office. Take messages and schedule appointments. Listen to complainants and advise who they need to talk to, or refer to appropriate person/agency.
- Type and proof correspondence, reports, charts, graphs, spreadsheets and other documents. Prepare reports using several types of data and programs.
- Maintain and coordinate appointment calendars.
- Maintain a schedule for reporting deadlines, prepare and send reminder notices to court staff, monitor and make contact with courts who have not submitted timely reports, and assist courts with data application issues.
- Handle logistics for regional projects and meetings. Assist participants and faculty with program related needs including notice, handouts, directions, lodging, special accommodations, catering, and other related matters.
- Coordinate training room and assist facilitators with training room preparations, materials, and instructional aids for meetings and conferences. Assist faculty with the operation of equipment as needed.
- Assist in development and maintenance of the internal portal site.
- Open and distribute mail and prepare outgoing mail. Prepare, package, and send bulk mailings. Provide informational materials, brochures, and pamphlets to the courts and general public upon request. Review invoices and code for approval, monitor expenditures, and prepare travel vouchers within approved limits.
- Maintain division or office files and informational databases. Retrieve and conduct searches as necessary.
- Review, log, and refer complaint letters to appropriate staff. Mail inquiry forms when appropriate.
- Maintain and monitor office supply inventory and prepare purchase request as necessary.

EDUCATION: High school level course work or skills acquired through vocational or applied skills courses

EXPERIENCE: One year of secretarial or clerical experience, preferably in a professional, legal, or court setting.

KNOWLEDGE: Must possess basic computer skills- working knowledge of Office tools, including Word, Excel, and PowerPoint preferred.

ABILITY: Must be able to operate common office equipment, as well as prioritize multiple projects with competing deadlines.

PHYSICAL REQUIREMENTS: Required to lift and transport materials, equipment, and supplies weighing up to 45 pounds.

WORK LOCATION: Mt. Pleasant, Michigan

TO APPLY: Please <[click here](#)> to apply. If you have difficulty submitting your applicant materials electronically, please contact Judicial Human Resources at 517-373-1147 for assistance.

POSTING DEADLINE: Until Filled
AN EQUAL OPPORTUNITY EMPLOYER