

**DUTY STATEMENT
DIVISION OF OPERATIONS
OFFICE OF LEGAL SUPPORT SERVICES**

NAME:

POSITION NUMBER: 420-030-5361-001

JOB TITLE: Administrative Assistant I

STATEMENT OF DUTIES: Under minimal direction, the Administrative Assistant I (AA I) performs various administrative duties for the Director of the Office of Legal Support Services (OLSS). Performs a variety of administrative and executive level duties that may be sensitive/confidential in nature and require independence of action, analysis, initiative, knowledge of departmental policies, good judgment, tact, and diplomacy. With the knowledge of Departmental, Division, and OLSS policies and procedures, the AA I serves to augment the duties of the Director by independently carrying out the less critical tasks by creating, monitoring, and maintaining significant administrative projects and reports.

SUPERVISION RECEIVED: Reports to the Director, Office of Legal Support Services, Division of Operations.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Extended periods sitting at a desk using a personal computer.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment.

ESSENTIAL FUNCTIONS:

25% Organizes, coordinates, and performs administrative tasks for the OLSS Director to augment and relieve the Director, the Legal Technology Officer, and OLSS program SSM IIIs of some tasks of a moderate degree of difficulty. Performs special projects for the Director that require problem identification, collection, evaluation and analysis of data, and if problems are discovered, development of alternative solutions. Assignments may cover a number of confidential and sensitive areas including personnel issues, scheduling, and internal communications. Regularly interacts with Executive level staff with tact and professionalism. Maintains Outlook OLSS distribution lists.

Independently acts upon inquiries and requests for assistance from members of OLSS Executive and Management staff including complex travel arrangements and invoices. Organizes and maintains electronic and physical files of OLSS headquarters administrative repository files.

- 25%** Applies knowledge of section operations to develop, compiles, format, and summarize data for use in decision-making, reports, and surveys. Coordinates, compiles, and completes the Monthly Report for OLSS and weekly footprint report of in-office presence across the Department; and assists the Director by thoroughly proofreading, evaluating for compliance, logging, and tracking all documents/packages submitted from OLSS programs for the Director's approval and signature, including but not limited to the following: Requests for Personnel Action, employee training requests with associated cost, Out-of-State travel requests, Meritorious Service Adjustments, Attorney General Awards, Leaves of Absence, Hardship Transfers, Catastrophic Leave Requests, Employee Development Plans, and the Employee of the Month packages. Drafts citations for the Employee of the Month presentation and Attorney General Awards.
- 20%** Serves as OLSS Leadership Mandate/Training Statewide Coordinator. Serves as liaison between OLSS programs, OPD, and the Director to ensure legislative leadership training requirements are met within the Office of Legal Support Services. Serves as statewide coordinator/point-of-contact, working independently to provide analytical, communication, and guidance to the senior Managers within OLSS, Executive, OHR and OPD contacts. Develops, maintains, and reviews system for tracking of statewide Office of Legal Support Services staff. Assists the Director in planning interdisciplinary trainings and opportunities for staff. Serves as Coordinator for OLSS Leadership Mandate efforts, advising management on changes, compliance status, and training opportunities at each OLSS site.
- 15%** Develops, revises, and maintains tracking systems to keep the Director informed on the status of issues, probation reports, annual appraisals and training by using Microsoft Teams, spreadsheets and other programs to produce charts and graphics. Provides calculations monthly of key performance indicators and other data to be used in various reports requested by the Director. Maintains legal chargeback records for all of OLSS.
- 10%** Handles special projects as assigned. Projects may include developing screening matrices and handling interview scoring for new hires, handling logistics for hiring events, drafting candidate response letters, gathering information for the quarterly newsletter OLSS Digest, and any other administrative requirements for OLSS headquarters.
- 5%** Provides back-up to the AGPA in their absence. Maintains an updated desk manual.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Name (Print)

Supervisor's Name (Print)

Employee Signature Date

Supervisor Signature Date