



JOB ANNOUNCEMENT

Job Title: Executive Assistant

Salary: \$58,240 – \$102,065

Location: Harris County District Courts
1201 Franklin, Houston, TX 77002

FLSA: Non-Exempt

Position open until filled. First review of applications will be June 28, 2022.

About the Position

The Executive Assistant provides highly responsible and complex executive / administrative support to the Court Administrator, supervises administrative staff, and plans, organizes and coordinates the administrative operations of the Administrative Office of the District Courts (DCA).

Minimum Qualifications:

- High school diploma or GED.
- Five (5) years of responsible clerical and administrative experience.

Preferred Qualifications:

- Associate's degree in a related field.
- Prior supervisory experience.
- Prior experience as an executive assistant.

Knowledge, skills, and abilities:

Knowledge of:

- The principles and practices of administration, data processing, budgeting, purchasing, personnel administration and office management.
- Laws, rules and regulations pertaining to the judicial process.
- Legal terminology, court policies and procedures, customer service standards, procedures, and court organization, functions and services.
- Supervisory practices and principles.

Skill in:

- Microsoft Office – Outlook, Word, Excel, PowerPoint.
- Supervising and evaluating assigned staff, coordinating work of subordinates.
- Conducting research and preparing reports.
- Communication; both orally and in writing.
- Decision making and conflict resolution.

Ability to:

- Establish and maintain effective working relationships with others at various levels within the organization.
- Demonstrate and maintain high levels of professionalism, sensitivity, and confidentiality.
- Analyze complex data and draw logical conclusions.
- Plan, organize and direct administrative services.
- Multitask, prioritize and manage a time-critical work environment.
- Accurately prepare and maintain records, files and reports.
- Work independently and exercise judgment.
- Interpret and make decisions concerning court administration in accordance with laws, rules and policies.
- Learn new skills necessary to support the needs and strategic plan of the DCA.

Work Schedule:

Court operating hours are typically Monday through Friday, 8:00 a.m. - 5:00 p.m. Variations from those hours may occur, including early mornings and evenings as needed.

Benefits:

Harris County offers a competitive benefits program, including a comprehensive group health and related benefits plan as well as a defined benefit retirement plan.

- Medical, Dental, Vision
- Wellness
- Life Insurance
- Long-term disability
- Employee Assistance Program
- Professional development opportunities
- Dependent Care Reimbursement Plan
- Healthcare Reimbursement Account
- 457 Deferred Compensation Plan
- Retirement pension (Texas County and District Retirement System)

Equal Opportunity Statement

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

*****To apply, email resume and letter of interest to: shelly_spangle@justex.net**