

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for  
Head Administrative Assistant

**All Applications must be received by:**

#### **SUMMARY OF SERIES:**

This position is responsible for performing top level administrative and fiscal duties for a Court Division. Work involves coordinating all non-revenue related fiscal activities for a court, including preparing and administering the budget for the court, coordinating the purchasing process for the court, preparing and coordinating the payroll process for the court, advising court managers on fiscal matters, and serving as a liaison to the Departmental Administrative Office and the Trial Court Administrative Office on fiscal and administrative matters.

#### **MAJOR DUTIES:**

Coordinates the annual budget process for the court, including preparing spending plans and expansion budget requests based upon information provided by the First Justice and other Department Heads.

Maintains the Budgetary Control Register for the court and oversees the monthly expenditure reports for the court.

Performs fiscal planning, including providing financial projections to Department Heads, assessing the need for inter-subsidary transfers, and making recommendations on how fiscal resources will be expended.

Functions as the purchasing agent for the court. Reviews and or prepares service contracts to ensure compliance with the fiscal policies of the Trial Court and the State. Reviews competitive bids for court purchases and prepares appropriate fiscal documents.

Reviews and verifies accuracy of encumbrance documents. May prepare such documents as required.

Reviews and processes vendor transaction documents. Assists vendors with payment research and responds to related inquiries.

Reviews and verifies accuracy of payment documents for court transactions. Consults with court personnel concerning any necessary corrections to such documents.

Monitors payment and encumbrance transactions on the Massachusetts Management and Accounting Reporting System (MMARS).

Functions as the payroll coordinator for the court. Reviews and or prepares and submits the payroll. Maintains all payroll records. May function as the benefits coordinator and or workers' compensation coordinator for the court. Explains benefits and policies to employees and assists in the preparation of necessary forms.

Works with the Fiscal Affairs Department and other Departments of Administrative Offices concerning fiscal and administrative matters.

Regularly evaluates fiscal and administrative activities of the court and recommends ways to improve such activities.

Ensures that the annual inventory for equipment is completed.

Provides training to staff in the areas of budget, payroll, and purchasing.

Participates in the hiring and promotion process in the various departments of the court as necessary.

Participates in court facilities planning, including contacting County or State officials regarding upkeep, remodeling, and expansion as required.

May perform confidential administrative support duties for the First Justice and or a Department Head as required.

May serve as liaison to the Information Technology Department for the purpose of maintaining inventory of information technology in the court.

May serve on various committees, task forces, or advisory groups

Performs the duties of a lower level series as required.

### **POSITION REQUIREMENTS:**

Graduation from high school or its equivalent and a minimum of eight years of experience in an office, including experience in the areas of budget, payroll, and purchasing, or an equivalent combination of education and experience.

Considerable knowledge of the fiscal policies and procedures of the Trial Court and the State.

Considerable knowledge of Trial Court personnel policies and procedures and benefit programs.

Considerable knowledge of the Workers' Compensation Act (G.L. c. 152) and related procedures.

Considerable knowledge of and ability to use personal computers and related software,

including spreadsheet software.

Ability to enter and maintain data in automated systems.

Ability to maintain accurate records.

Ability to perform fiscal analysis and make projections.

Ability to identify problems and to propose feasible solutions.

Ability to develop and conduct training programs for staff.

Ability to work independently.

Strong organizational skills and the ability to work well under pressure and to meet deadlines.

Strong interpersonal skills and the ability to work professionally with persons at all levels.

Excellent writing skills and the demonstrated ability to develop written reports and action plans.

**SALARY:** Level 16

Completed Trial Court Application for Employment should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs>

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**