

Executive Assistant

State Classification Executive Assistant III/Code 0164/Salary Group B21

Salary \$75,000

GENERAL DESCRIPTION

The Supreme Court of Texas is hiring an Executive Assistant to perform professional assistance work, primarily with the chambers of Justice Debra Lehrmann. This is an administrative position designed to assist Justice Lehrmann and the Court in serving the People of Texas as efficiently as possible.

EXAMPLES OF WORK PERFORMED

Coordinates scheduling and calendars.

Coordinates travel. Completes expense and mileage reports for Justices.

Performs general office duties such as organizing and maintaining physical and computer filing systems, regularly organizing materials for review by the Justices, and assisting as needed with preparation for oral argument and Court conferences.

Answers and screens phone calls, takes messages, and sets up video and conference calls.

Prepares and/or proofs for accuracy various documents, including correspondence, memos, handouts, forms, and spreadsheets. Sends internal and external professional correspondence and meeting notices.

Works with outside vendors to execute Court events.

Performs other related work as assigned.

GENERAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Experience in administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Skilled in the use of standard office equipment and software, including the Microsoft Office Suite, Outlook, and video conferencing software such as Zoom and Teams.

Ability to handle and manage high-level administrative issues; analyze and solve work-related problems; communicate effectively; handle and prioritize multiple tasks in an organized fashion; meet deadlines. Ideal candidate will be detail-oriented and proactive.

To Apply Send a resume, cover letter, and the State Application for Employment to Supreme

Court of Texas, either via email to Lehrmann.Apps@txcourts.gov or by regular mail at P.O. Box 12248, Austin, Texas 78711.

The Supreme Court of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or any other characteristic protected by state or federal law.

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf