



**FAIRFIELD COUNTY PROBATE – JUVENILE COURT
Job Description**

Job Title: Executive Coordinator/Communications Specialist	Employee Name
Department: Administration	Class Title:
Reports To: Court Director	Class Number:
FLSA: Exempt	Civil Service Status: 7
Prepared By: Michael E. Orlando	Employment: Full-Time
Prepared Date: January 2019	Regular Hours: Business hours (Flex)

SUMMARY

Fairfield County Juvenile & Probate Court seeks an enthusiastic, independent and attentive professional to provide high-level administrative support to judicial and leadership officials. The Executive Coordinator/ Communications Specialist will be responsible for all forms of court communication, including the productions of letters, forms, reports, spreadsheets, publications and presentations. The Executive Coordinator/Communications Specialist also performs a variety of Human Resources (HR), Quality Assurance (QA) and Budget Management related functions.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Conserves Judge, Magistrate, and leadership official’s time by reading, researching, and routing correspondence, drafting letters and documents, collecting and analyzing information; and initiating telecommunications.
- Research, prioritize and follow-up on incoming issues and concerns identified by and/or addressed to judicial/leadership officials, including those of a sensitive and confidential nature. Recommend appropriate course of action, referral or response.
- Translate goals into daily/weekly action plans; confirm and support execution of plans.
- Manage judicial officer calendar, ensuring that schedule is handled in an efficient and professional manner.
 - Schedule meetings
 - Organize and coordinate travel and event plans, itineraries and agendas.
- Schedule and plan meetings, agendas, presentations, and events.
- Productions of professional letters, forms, reports, spreadsheets, publications and presentations.
- Maintains customers/stakeholder confidence and protects operations by keeping information confidential.
- Prepares reports by collecting, analyzing and presenting information using EXCEL and other data management software.
- Facilitates the development, review and fidelity of management operating policies.
- Conduct market research and stakeholder feedback activities and in turn assist leadership in making important business decisions.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Plans workshops, trainings, and other stakeholder and team events.
- Plan and implement team/stakeholder recognition activities and programs.
- Attends leadership team meetings and activities to contribute ideas and offer support as needed. Maintain records of leadership team meetings, goals, and plans.
- Maintain and update personnel/human resource records and perform a variety of human resource support related functions. Some of the additional HR functions include the development of position descriptions,

reviewing and screening applicants, scheduling and participating in interviews, applicant testing, and written communication with applicants.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Welcomes guests, parties, stakeholders and the public by greeting them in person or on the telephone; answering or directing inquiries.

SUPERVISORY RESPONSIBILITY

- Minor supervisory opportunities when working on conference, meetings, and presentations in the planning and preparation of the function.

QUALIFICATIONS

- Preferred Bachelor's Degree in one of the following areas; Business Management (or related business degree), Communications (or related degree); Computer Sciences (or related degree), or offer applicable degree.
- Non-degree candidates with relevant experience in high-level administrative support and business communications will be considered.
- Administrative writing skills, reporting skills, scheduling, organization, time management, presentation skills, travel logistics, verbal communication, good memory power, works well as a member of a team, high patience level, capable of working extra hours when needed.
- **Demonstrated proficiency with the following: MS Word, Publisher, Excel, Power Point, Adobe Acrobat, Photo Filter, FileMaker & Survey Monkey**
- Reliable, self-motivated, focused, positive attitude, flexible and proactive.
- Ability to multi-task with strong organizational skills and strength in developing, organizing and implementing procedures including the ability to translate goals into action steps, confirm and execute plans.
- Sound judgement in decision-making and exceptional boundaries related to confidential information.
- Ability to anticipate and use intuition, judgment, organizational knowledge, motivational techniques and personal leadership to meet court needs.
- Commitment to continuous learning and improvement.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret official reports, technical procedures, or governmental regulations.
- Ability to write reports and correspondence. Ability to effectively present information and respond to questions from other departmental staff, clients, professional peers in the community, and the general public.

PHYSICAL DEMANDS

- N/A

CERTIFICATES, LICENSE, REGISTRATION

- N/A

WORK ENVIRONMENT

- Team player, respectful interaction with all other county personnel. Follows the employee manual and dress codes.

Job description and schedule are subject to change at the discretion of the Court.