

COURT OF CRIMINAL APPEALS

STATE OF ALABAMA

JUDICIAL BUILDING, 300 DEXTER AVENUE

P. O. Box 301555

MONTGOMERY, AL 36130-1555

MARY BECKER WINDOM
Presiding Judge
SAMUEL HENRY WELCH
J. ELIZABETH KELLUM
LILES C. BURKE
J. MICHAEL JOINER
Judges

D. Scott Mitchell
Clerk
Gerri Robinson
Assistant Clerk
(334) 229-0751
FAX (334) 229-0521

JOB ANNOUNCEMENT

Executive Assistant I/II

The Court of Criminal Appeals is currently accepting applications from qualified individuals to serve as an executive assistant I/II in the office of the Clerk of the Court. Applications for this position will be accepted until February 16, 2018. The anticipated beginning date of employment is March 16, 2018.

NOTE: This is a confidential (non-merit) appointment. Confidential employees are exempt from merit system rules and regulations relating to appointment, tenure, and appeal. However, confidential employees are entitled to retirement and other fringe benefits available to merit system employees.

WORK SETTING

This is an administrative position responsible along with two other executive assistants with assisting the Clerk in maintaining the docket of the Court. Work is high volume and repetitive. The job consists of docketing and processing criminal cases appealed from trial courts throughout the State of Alabama. Employees also issue orders, memorandum decisions, and opinions handed down by the Court. Work is performed under the general supervision of the Judges of the Court of Criminal Appeals and under the direct supervision of the Clerk of the Court.

TYPICAL DUTIES:

Duties may include, but are not limited to, any of the following:

- Docketing appeals and petitions for extraordinary writs;
- Issuing notices and orders of the Court;
- Reviewing records on appeal to ensure that essential trial court pleadings and orders as well as all necessary transcripts are included;

- Filing records on appeal;
- Reviewing briefs and other filings for compliance with applicable rules;
- Filing briefs and other pleadings;
- Prepare the weekly release of decisions of the Court;
- File and archive various case materials;
- Locating and copying archived documents from electronic media, microfilm, microfiche, and/or bound volumes;
- Answer telephone calls from attorneys, litigants, the public;
- Prepare written correspondence concerning court matters; and
- Other duties as assigned by the Clerk of the Court.

REQUIRED KNOWLEDGE AND/OR SKILLS

- A working knowledge of WordPerfect, Microsoft Word, Microsoft Outlook, Adobe Acrobat Pro;
- Proficiency at word processing, data entry, and scanning;
- Ability to use microfilm/microfiche reader;
- Knowledge of the English language including business writing, sentence structure, grammar, punctuation, and spelling;
- Ability to communicate effectively, both orally and in writing, to a variety of individuals, including public officials, attorneys, and the general public;
- Ability to establish and maintain effective working relationships;
- Ability and willingness to perform tasks to assist the Clerk in maintaining a current Court docket and ensuring the efficient operation of the Court; and
- Dedicated work ethic.

MINIMUM QUALIFICATIONS

A high school diploma is required. An associate's degree or bachelor's degree from a regionally-accredited two or four-year college or university is preferred. Prior experience in a court or legal office setting is also preferred.

SALARY

Salary range is \$25,821.60 - \$47,757.60 and will be commensurable with qualifications and experience. Benefits include annual leave, sick leave, health insurance, and retirement.

HOW TO APPLY

Qualified individuals should submit a letter of interest and resume to the Clerk of the Court of Criminal Appeals, D. Scott Mitchell, P. O. Box 301555, Montgomery, Alabama 36130, or via e-mail to scott.mitchell@alappeals.gov. Selected applicants will be scheduled for interviews.

EQUAL OPPORTUNITY EMPLOYER