



Administrative Office of the Courts

Job Description

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| Job Title: | Judicial Education Specialist | Grade: | GS08 |
| Division: | Legal Services | Revision Date: | 4/2024 |

POSITION SUMMARY:

The Judicial Education Specialist is responsible for assisting with developing, planning, implementing, and evaluating judicial branch staff continuing education and training. Regularly scheduled work outside the office at conference facilities and out-of-town travel will be required. The Judicial Education Specialist reports directly to the Judicial Education Director.

JOB DUTIES:

- Assists with developing and implementing effective statewide education programs for judicial branch personnel
- Works with various constituency committees to plan programs
- Coordinates education program details including, but not limited to negotiating prices, preparing mail-outs, reviewing banquet event orders, planning travel, monitoring registration, ordering catering services, supervising on-site setup, and providing meeting support
- Assist with writing, submitting, and monitoring grants
- Assists in development and administration of the judicial education budget
- Assists with the online learning management system
- Maintains a high standard of customer service when responding to members of the court community, co-workers, and superiors via telephone, email and in person
- Assists with upkeep of electronic and physical files, preparing training material, and information included in packets for education programs
- All other duties as assigned

QUALIFICATIONS:

Education

- Undergraduate degree in education, communication, business management or a related field, supplemented with experience in the delivery of continuing education and/or program planning and coordination.

Knowledge, Skills, Abilities

- Proficiency in editing grammar, punctuation, and spelling
- Proven accuracy and attention to detail
- Excellent organizational, communication, negotiation, and multitasking skills
- Must be proficient with Microsoft 365 programs
- Must be able to pass a criminal background check

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