



# Administrative Office of the Courts

## Job Description

<b>Job Title:</b>	Executive Assistant -- ADR	<b>Grade:</b>	SGS08
<b>Division:</b>	Legal Services	<b>Revision Date:</b>	2/2026

### POSITION SUMMARY:

The Executive Assistant to the Alternative Dispute Resolution (ADR) Coordinator will primarily provide support for ADR Commission work, projects, and programs. This position reports directly to the ADR Coordinator.

### JOB DUTIES:

- Maintain an extensive database of mediators certified by the Arkansas ADR Commission
- Track continuing mediation education (CME) credits for all mediators certified by the Arkansas ADR Commission
- Organize quarterly and emergency meetings for the ADR Commission
- Initiate certification process on all applications for certification; verify training, education and practical experience requirements, and perform an Arkansas Central Registry check
- Process re-certification applications, track court ordered statistical information and create annual statistics report
- Review and date stamp all incoming ADR Commission mail, record and process all incoming check payments, prepare weekly check deposit
- Assist Training and Programs Coordinator with meetings and education programs, prepares mail-outs, ordering of catering services, on-site set up and support
- Act as liaison to elected court officials, court personnel, state agencies and general public requesting assistance or information on mediation, certification, recertification and continuing education
- Work with Director of the Access & Visitation Mediation Program, other staff on related duties and projects as needed
- Other duties as assigned including but not limited to providing telephone coverage to AOC receptionist

### QUALIFICATIONS:

- **Education**  
Bachelor's degree preferred
- **Experience**  
Experience in the legal field is a plus
- **Knowledge, Skills, Abilities**
  - Knowledge of Commission requirements for certification/re-certification and training standards
  - Highly organized and detail oriented
  - Excellent written and verbal communication skills
  - Proficient with Microsoft 365 programs – particularly Outlook, Word, Excel, and Access

Last Updated By: