

Executive Assistant

The Alameda County Public Defender is seeking an Executive Assistant (EA) to help advance the Office's mission of zealously protecting and defending the rights of our clients through compassionate and inspired legal representation. The EA will be the right-hand to the Public Defender, assisting him in the day-to-day scheduling and management of his work, providing project management and office-wide administrative support as necessary, and serving as the first contact between the Public Defender and various internal and external stakeholders.

The ideal candidate will have experience with high-level administrative/executive support, exceptional written and verbal communication skills, experience with heavy calendaring and travel planning, and advanced skills in Microsoft Office applications. This person must also be an excellent multitasker with great time-management and organizational skills, an eye for detail, and strong judgment.

About Us

The Alameda County Public Defender's Office is the preeminent provider of holistic public defense in California. Our client-centered practice gives a voice to those whose voices have been silenced by poverty and systems of oppression. We ensure that no one faces the government alone. We protect the wrongfully accused, the unhoused, the poor, the unfortunate and the neglected. We fight for those who cannot afford to fight for themselves, and we help them navigate a complex and daunting legal system. By fighting for them, we protect the constitutional rights of everyone in our community.

Responsibilities

- Heavy calendar management in Microsoft Outlook, including using good judgment in evaluating and prioritizing requests, and resolving conflicts
- Plan and book business travel, track expenses, process reimbursements
- Assist with in-person and virtual meeting logistics and scheduling (Microsoft Teams experience a plus), help prepare and distribute meeting materials and presentations, take notes and ensure follow-up on action items
- Serve as the first point of contact between the Public Defender and various internal and external stakeholders ranging from public defender staff and clients to the Board of Supervisors, the Office of the Governor, and the news media
- Compose and edit correspondence, management documents, and various visual and narrative reports and presentations as directed by the Public Defender
- As needed project management including but not limited to planning and logistics for the Public Defender's annual community festival
- Schedule and coordinate various community-outreach initiatives
- Collect select program statistics and other data and assist with organizing, analyzing, and conveying information clearly using Microsoft Excel (advanced Excel skills a plus), Word and PowerPoint
- Update the Public Defender website as needed (web design skills not required)
- Assist with recruiting efforts including scheduling interviews, preparing and distributing interview materials
- Other administrative and project duties as requested

Qualifications

- High-level administrative support experience including heavy calendaring; editing correspondence; creating, collecting, filing and organizing a variety of information in different formats
- Ability to communicate clearly and effectively with the Public Defender and other senior leaders, and external stakeholders at all levels
- Stellar interpersonal skills
- Excellent writing and editing skills; strong grasp of American English grammar and business writing norms
- Advanced proficiency in Microsoft Office applications including Outlook, Word, PowerPoint and Excel
- Experience setting up and managing virtual meetings (Microsoft Teams experience a plus)
- High professionalism and confidentiality
- High attention to detail and accuracy
- As this is an unrepresented management position, EA candidates must be open to work outside of regular work hours occasionally to assist in meeting crucial deadlines and for occasional after-hours events

Additional/Desired Qualities

- Resourceful problem solver who can execute on ideas from start to finish with little to no handholding
- Creative with an eye for detail; ability to create eye-catching, compelling presentations in PowerPoint
- Extensive experience in Excel including the ability to use formulas, tables, pivot tables, mail merge and more to efficiently get desired information from larger sets of data and present it in neat, easily digestible formats
- High emotional intelligence and can understand and communicate tactfully with various personalities including in high-stress situations
- Passionate about social justice and motivated to help the Public Defender's Office fight systemic racism in the criminal legal system and provide superior legal defense

To apply, visit <https://bit.ly/3UXQhto> or go to www.acgov.org/hrs and select the “Administrative Legal Secretary” position and be sure to check “Public Defender’s Office” in the “Department Preferences” field of the application.

Applications must be submitted by 5:00 p.m. on January 4, 2023.