

Florida State Courts System

Class Specification

Class Title: Judicial Assistant – Circuit Court

Class Code: 8320

Base Pay: Non-Negotiable \$3,081.72 monthly; \$36,980.64 annually

General Description

The essential function of the position within the organization is to provide responsible administrative, secretarial and clerical support to the assigned circuit court judge's office. The position is responsible for administrative, secretarial and clerical tasks of high responsibility. The position works independently under general supervision according to some procedures; developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Prepares and maintains the judge's court and professional calendar; schedules and coordinates motions, hearings and conferences; assists attorneys with procedures on filing motions and hearing dates.

Provides organizational support for the judge's caseload, including preparing orders, docketing jury instructions and a list of pending cases; ordering jurors; and coordinating in-house services, such as interpreters; reviews case files for accuracy, format compliance and completeness prior to submitting files to the judge.

Screens telephone calls and visitors to the judge's office; provides information, resolves issues, directs caller/visitor to proper personnel or agency, or takes messages.

Composes and/or edits correspondence, memoranda, directives, notices, orders, e-mails, and other documents observing strict confidentiality.

Prepares yearly financial disclosure forms; makes travel arrangements and processes travel vouchers.

Researches information on hearing dates for other agencies; prepares notices of hearings for cases put on the calendar by the judge.

Interacts with attorneys and litigants and their family members to resolve problems such as scheduling conflicts or other case-related issues.

Performs routine clerical tasks such as reviewing, distributing and responding to incoming mail, performing data entry, ordering office supplies, maintaining files/records, faxing or photocopying. May conduct limited case law research using an electronic database such as Lexus-Nexus. Schedules trials; maintains trial dockets, continuances and trial orders.

Competencies

Data Responsibility:

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Gives information, guidance, or assistance to people who directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. High school diploma or GED, and two years of college or vocational school education in paralegal, secretarial skills, computer operations or a closely related field.

Experience:

Four years of paralegal experience. Must have legal secretary experience with litigation.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position. None

How to Apply:

Submit State of Florida Application, Resume, and References to:

HR@circuit19.org

Application Deadline:

Open Until Filled

For additional information, questions, or concerns, please contact: Human Resources (772) 807-4383

An application must be submitted for the position listing the appropriate class title and position number for which you are applying.

The successful applicant will be subject to a criminal background check.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, genetic information or disability.

We hire only U.S. citizens and lawfully authorized alien workers.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.