



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

POSITION: Judicial Assistant - Circuit
Position# 011283

LOCATION: St. Lucie County Courthouse, Fort Pierce, FL
Position also travels to other locations within the judicial circuit, if needed.

SALARY: \$42,376.45
*Benefits Package Available

EFFECTIVE DATE: August 1, 2023

General Description

The essential function of the position 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; prepares and maintains the judge's court and professional calendar; schedules and coordinates motions, hearings, and conferences; and assists attorneys with procedures on filing motions and hearing dates; attends pretrial and case management conferences to assist with scheduling of trials, scheduling of hearings, and managing docket. Provides organizational support for the judge's caseload, including preparing orders; docketing jury instructions and a list of pending cases; ordering jurors; coordinating in-house services, such as interpreters; and reviewing case files for accuracy, format compliance, and completeness prior to submitting files to the judge. The position works independently under general supervision of the Circuit Judge

Education and Experience Required

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. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Four years of related work experience. Florida State Driver's License required.

How to Apply

Interested applicants should electronically submit a complete application package of the following materials to HR@circuit19.org:

1. Cover Letter and Resume
2. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application.

Application Deadline: June 9, 2023.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Department at (772) 807-4370 (option 6)