



Nineteenth Judicial Circuit Court Administration

Administrative Offices of the Court

JOB OPPORTUNITY BULLETIN

Classification Title: Judicial Assistant – County Court

Position Number: 22011327

Salary: \$38,666.33

CLASS SUMMARY

The essential function of the position within the organization is to provide responsible administrative, secretarial, and clerical support to the assigned county 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

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Prepares and maintains the judge's court and professional calendar; schedules motions, hearings, conferences, and trials at the request of the judge.
- Interacts with attorneys, defendants, and their family members to resolve problems such as scheduling conflicts or other case-related issues.
- Prepares and distributes orders as directed by the judge; assists judge in preparing a calendar several months in advance.
- Reviews case files for accuracy, format compliance, and completeness prior to submitting files to the judge; ensures presence of all required files; and maintains trial dockets, continuances, and trial orders.
- Screens telephone calls and visitors to the judge's office; provides information; resolves issues; directs caller/visitor to proper personnel; or takes messages.
- Performs research on defendants utilizing various databases; may conduct limited case law research using an electronic database.

- Reviews and prepares correspondence, memoranda, orders, reports, e-mails, and other documents observing strict confidentiality; organizes papers for filing; makes travel arrangements for conferences and meetings; and prepares compensation and travel reimbursement vouchers.
- Interacts with judges, clerks of court, litigants, attorneys, law enforcement personnel, bailiffs, social services, witnesses, and the general public to exchange information or to facilitate task completion.
- Performs routine clerical tasks such as processing incoming mail, performing data entry, ordering office supplies, maintaining files/records, faxing, scanning, or photocopying.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

MINIMUM 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

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Three years of related work experience.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

N/A

COMPETENCIES/RESPONSIBILITIES

Data Responsibility

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters, or posts data or information; compiles, examines, or evaluates data or information and possibly recommends actions based on results.

People Responsibility

Refers to individuals who have contact with or are influenced by the position. Gives information,

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

Assets Responsibility

Refers to the responsibility for achieving economies or preventing loss within the organization. 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

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

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

Communications Requirements

Involves the ability to read, write, and speak.

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

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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/Errors

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

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

Equipment Usage

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

How to Apply:

Submit State of Florida Application, Resume, and References to: sanchezj@circuit19.org

Application Deadline: Open until filled

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.