

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>

COURT ANALYST

Annual Base Salary: \$40,746.58

****The successful candidate will be hired at the minimum salary****

Position Number: 009399

Class Code: 7101

General Description

The essential function of the position within the organization is to provide operational and technical support for the administrative division. The position will be responsible for performing many administrative functions, such as clerical/office duties; assisting with budget management and general accounting tasks; and assisting with special projects or assignments, as directed. The position works under the general supervision of the Director of Administrative Services.

Examples of Work Performed

(Note: 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.)

Performs clerical tasks including, but not limited to, data entry of financial information, preparing and maintaining budgets; coordinating fiscal management issues; maintaining records/files, or performing research.

Audits and maintain invoices for processing for payment.

Attends staff and other professional meetings to exchange information and/or represent the administrative division; disseminates information during and after meetings.

Prepares travel vouchers and processes travel expense reimbursements through the Statewide Travel Management System (STMS).

Processes supply orders and procurement.

Makes recommendations for policy and procedure changes/development; administers existing policies and procedures, ensuring adherence by staff.

Maintains human resources management records and ensures compliance with applicable guidelines and regulations; collaborates with the Deputy Trial Court Marshal and Director of Administrative Services for any of the office's personnel needs.

Interacts with court personnel and the judiciary to provide information and answer questions relating to areas of responsibility.

Develops charts and templates and provides technical assistance to other analysts and consultants and to special projects, either individually or as a team member.

Sets up and maintains lists, logs, and record/file systems in compliance with system guidelines and regulations; prepares audit trails.

Gathers and analyzes information/data to support periodic and special reports for the area of responsibility.

Builds working relationships with professionals in other divisions of the Court, the Office of the State Courts Administrator, and other judicial stakeholders throughout the state and country.

Monitors contracts and amendments for expert witnesses, interpreters, mediators, court reporters, hearing officers, magistrates, consultants, and other court providers.

Attends and/or participates in technical or professional seminars or conferences to improve professional skills or to make presentations.

Education and Training Guidelines

- Bachelor's degree in criminology or related social sciences, accounting, finance, statistics, public administration, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Two years of related professional experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Competencies

People Responsibility:

Provides assistance to coworkers to achieve task completion; may instruct or assign duties to coworkers.

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 the work unit.

Equipment Usage:

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

Special Comments:

- This position requires occasional travel to each of six counties using a personal vehicle; travel reimbursement will be made in accordance with state travel regulations.
- Applicants with Florida State Courts System experience are preferred.
- Applicants with experience working with Constitutional Officers and other senior leadership in the state or county government are preferred.
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public.
- Ability to communicate effectively in writing and orally.
- Ability to manage multiple projects, priorities, and activities.
- Ability to plan, edit, and proofread reports, articles, and other written materials.
- Knowledge of court operations and administration will benefit the successful applicant.
- Must be proficient in the use of Word, Excel and PDF editor. –
- A thorough criminal background and prior employment check will be conducted on all finalists.
- Position available immediately.

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

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.