

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>.

JUDICIAL ASSISTANT – CIRCUIT COURT

(Judicial Assistant to Circuit Judge Kevin J. Carroll)

Annual Minimum Base Salary: \$35,480.58

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

Position Number: 001165

Class Code: 8320

Closing Date: Monday, October 17, 2016

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.

Circuit Judge is seeking experienced, legal professional to provide administrative support. Responsibilities include managing the judge's calendar, reviewing case files, communicating with litigants and attorneys, handling media inquiries, managing mail, preparing orders and documents, and performing additional duties as required. This is an at-will position that must be filled by someone capable of performing the above duties in a highly professional manner with a focus on accuracy and customer service. It is critical that the person be able to maintain the integrity of confidential information. Applicant must also possess excellent organizational skills, and be able to follow written and oral instructions. Skill in editing and proofreading is also important. Judicial Assistant will work primarily in the Leon County Courthouse, but work may also be required in other courthouses in the circuit.

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Education and Training Guidelines

- 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 experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Licenses, Certifications, and Registrations Required

- None.

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.

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Special Comments:

- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- Paralegal experience will benefit the successful candidate
- The position is available no earlier than Friday, November 4, 2016.

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.