

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>.

ADMINISTRATIVE ASSISTANT I

Annual Salary Range: \$16,909.68 (Part-time)

Position Number: 011744

Class Code: 6340

General Description

The essential function of the position within the organization is to provide advanced administrative, organizational, coordinating, and clerical support for the Second Judicial Circuit Office of Court Administration and the Magistrate Office. This position is responsible for a variety of secretarial duties including preparing court calendars, setting hearings, typing correspondence and recommended orders, filing, and answering the phone. Interface with members of the judiciary, state court personnel and the public. Must possess good oral and written communication skills and be proficient in the use of Word, Adobe Acrobat, and Excel. The position works under general supervision independently developing work methods and sequences.

Education and Training Guidelines

- Bachelor's degree. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- One year of experience in business administration, office skills or a related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

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.)

Magistrate Office:

Provides administrative and fiscal support to the unit manager and other court staff; may provide temporary coverage for judicial assistants or other administrative support staff, as needed.

Composes/drafts and/or types correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents observing strict confidentiality; transcribes documents.

Answers telephone calls and greets visitors; provides information to the public and resolves issues or directs caller/visitor to appropriate office or staff.

Monitors financial actions in Florida Accounting and Information Resource (FLAIR), preaudits invoices, and travel reimbursement requests in accordance with State of Florida and State Courts System policy; obtains bids for purchases; performs purchasing duties, such as ordering office supplies and equipment, using state purchasing card and/or My Florida Market Place; and monitors unit expenditures.

Coordinates schedule for hearings and trials, including scheduling hearings, contacting interested parties and answering telephone inquiries regarding scheduled hearings.

Schedules appointments/meetings and maintains calendars; coordinates schedules for staff; keeps supervisor(s)/staff apprised of appointments.

Sets up and maintains files, books, records, and other departmental systems of responsibility; provides database updates as required.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility; makes copies and distributes to appropriate personnel or departments as designated.

Collects and analyzes data for statistical reports; assists in conducting surveys.

Performs clerical tasks such as processing incoming mail and deliveries, collecting and distributing court files, preparing materials for meetings, performing data entry, shredding, filing, scanning, faxing, or photocopying.

Monitors pending appeals; provides status updates to attorney(s) of record.

Sets up new cases; verifies case law citations on all memoranda; tracks all files in and out of office.

Maintains unit or local court inventory listing, including tagging verified equipment, records additions, deletions and changes, ensures correct inventory information is provided by custodians, coordinates surplus property functions, ensuring all pertinent records are created and maintained.

Attends staff and other professional meetings to exchange information and/or to take minutes; transcribes minutes and distributes to appropriate personnel.

Attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Office of Court Administration:

Provides administrative support to court staff in the unit assigned.

Composes/drafts and/or types correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents observing strict confidentiality; transcribes judicial documents.

Screens telephone calls and visitors; provides information, resolves issues, directs caller/visitor to proper personnel, or takes messages.

May provide temporary coverage for judicial assistants.

Schedules appointments and maintains calendars; keeps supervisor(s) apprised of appointments throughout the day; makes travel arrangements and completes required paperwork relating to travel, such as expense reports.

Analyzes incoming pleadings and correspondence; provides assistance and information to litigants.

Prepares orders of recusal and Florida Bar reassignments.

Coordinates assignments of foreign language and sign language interpreters for court proceedings.

Coordinates and schedules court hearings or program events; enters data into an automated calendaring system; orders and prepares court files and maintains a tickler system.

Sets up and maintains files, books, records, and other departmental systems of responsibility; provides database updates as required.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility; makes copies and distributes to appropriate personnel or departments as designated.

Performs clerical tasks such as processing incoming mail, collecting and distributing court files, performing data entry, filing, faxing, or photocopying.

Attends staff and other professional meetings to exchange information and/or to take minutes; transcribes minutes and distributes to appropriate personnel; attends technical or professional classes, workshops or seminars to improve technical or professional skills

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Competencies

Data Responsibility:

Collects, classifies, and formats data or information.

People Responsibility:

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

Assets Responsibility:

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

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

Communications Requirements:

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to 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 pressures.

Impact of Decisions:

Makes decisions with minor impact - affects only those in immediate work area and may affect those in other work units.

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 or spreadsheets.

Special Comments:

- The part-time position is available after September 15, 2022.
- This position may require travel to the six counties within our circuit which include: Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla.
- Must possess good oral and written communication skills and be proficient in the use of Word, Adobe Acrobat, and Excel.
- 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.
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public.

- Knowledge of court operations and administration will benefit the successful applicant.
- Understanding of legal terminology preferred.
- Experience in the legal system will benefit the successful applicant.
- Experience in the State Courts System is preferred.
- An application addendum is required for final applicants.
- A thorough criminal and civil background check will be conducted on all final applicants.

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.