

## **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>.

### **ANTICIPATED VACANCY**

#### **ADMINISTRATIVE ASSISTANT II**

**(Magistrate's Office)**

**Annual Base Salary: \$38,706.32**

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

**Position Number: 11719**

#### **General Description**

The essential function of the position within the organization is to provide advanced administrative, organizational, coordinating, and clerical support for the Magistrate's 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, Word Perfect 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.
- Two years of work experience in business administration, office skills, or related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

## **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.)

- 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.

### **Competencies**

#### **Data Responsibility:**

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

#### **People Responsibility:**

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

#### **Assets Responsibility:**

Requires some responsibility and opportunity for achieving moderate economies and/or preventing moderate 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 percentages.

#### **Communications Requirements:**

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to groups of coworkers and other state or local government offices.

#### **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 moderate impact – affects only those in immediate work area and may affect other work units.

**Equipment Usage:**

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Special Comments:**

- 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.
- Must be proficient in the use of Word, WordPerfect and Excel.
- Experience in the legal system will benefit the successful applicant.
- Experience in the court system is preferred.
- A criminal background check will be conducted on all finalists.
- This position is an anticipated vacancy at this time and the position may not be available until first or second week in October 2023.
- The position is planned to be open until filled.

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.