

**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 – COUNTY COURT**

**(Judicial Assistant to Leon County Judge LaShawn D. Riggins)**

**Annual Minimum Base Salary: \$44,949.24**

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

**Position Number: 003170**

**Class Code: 8310**

**Closing Date: Friday, November 29, 2024**

**General Description**

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.

County 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.

## **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.
- Three years of related work experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

## **Licenses, Certifications, and Registrations Required**

- None.

## **Essential Job Functions**

(See examples of typical essential job 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.

## **Competencies**

### **Data Responsibility:**

Copies, transcribes, enters, or posts data or information; compiles, examines, or evaluates data or information and possibly recommends actions 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 percentages

### **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 computer, peripherals, or software programs.

*The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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

*The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.*

**Special Comments:**

- A thorough criminal and civil background check will be conducted on all final applicants.
- A employment application addendum is required for final applicants.
- Paralegal experience will benefit the successful candidate.
- Knowledge of the State Courts System will benefit the successful candidate.
- Position not available until January 7, 2025 or later.

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.