



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: October 1, 2018

Priority Cut-off Date: October 31, 2018

POSITION TITLE: Circuit Judicial Assistant
MINIMUM ANNUAL SALARY: \$37,580.58*

POSITION #: 011263
PAY GRADE: 15

SUMMARY: The essential function of the position within the organization is to provide responsible administrative, secretarial and clerical support to Circuit Court Judge Scott Stephens.

EDUCATION and/or EXPERIENCE: Two years of college or vocational school education in paralegal, secretarial skills, computer operations or a closely related field **and** four years of related experience. **Substitution:** A Bachelor's degree may substitute for 2 years of related experience.

ESSENTIAL DUTIES: Prepare and maintain the judge's court and professional calendar; schedule and coordinate motions, hearings and conferences. Interact with attorneys and pro se litigants to resolve problems such as scheduling conflicts or other case-related issues.

Provide organizational support for the judge's caseload, including preparing orders, jury instructions and a list of pending cases; ordering jurors; coordinating in-house services, such as interpreters; and reviewing case files for accuracy, format compliance and completeness prior to submitting files to the judge.

Screen telephone calls and visitors to the judge's chambers, provide information, resolve issues, direct caller/visitor to proper personnel or agency, or take messages. Compose and/or edit correspondence, memoranda, directives, notices, orders, e-mails and other documents observing strict confidentiality.

Prepare yearly financial disclosure forms. Make travel arrangements and process travel vouchers. Research information on hearing dates for other agencies. Prepare notices of hearings.

Perform routine clerical tasks such as review, distribute and respond to incoming mail, perform data entry, order office supplies, maintain files/records, fax or photocopy. May conduct limited case law research using an electronic database such as Lexis-Nexis.

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of Trial Court rules and procedures. Ability to work with minimal supervision and recognize and establish work priorities. Ability to handle sensitive matters with integrity and confidentiality. Possess strong word processing, writing and computer skills. Ability to communicate clearly and effectively. Ability to handle individuals who are under stress with courtesy, tact and patience. Ability to organize and coordinate schedules of various individuals and/or groups on the court calendar. Perform administrative and problem solving functions following guidelines and rules; requires continuous, close attention for accurate results or frequent exposure to unusual pressure. Ability to operate standard office equipment including personal computers and word processing and data entry applications for case management. Proficient in Lexis and Westlaw. Work requires a high standard of conduct. Incumbent must be professional in all regards.

REQUIRED DOCUMENTATION AT THE TIME OF APPLICATION: If education is the basis for meeting the qualifications, a copy of official documentation may be required.

TO APPLY: Submit a resume with salary history, cover letter, three professional or academic references and current State of Florida application (located at www.fljud13.org) in one (1) PDF file via email to cprs@fljud13.org.

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. 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 accommodation to participate in the application/selection process, please call (813) 272-6330.