

# Florida State Courts System Class Specification

**Class Title: Administrative Secretary I**

**Class Code: 2105**

[Pay Grade 14](#)

## **General Description**

The essential function of the position within the organization is to provide organizational, secretarial and administrative support for a State Courts System program, unit manager, Magistrate, or Hearing Officer. The position is responsible for office tasks of high responsibility and independently develops work methods and sequences. The position works under general supervision.

## **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.)

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

Composes and types correspondence, lists, memoranda, reports, e-mails, and other documents observing strict confidentiality; organizes papers for filing; prepares compensation and travel vouchers.

Prepares documents for supervisor, including orders and reports, and keeps him/her apprised of appointments and meetings; prepares calendar for supervisor.

Prepares travel authorization request forms (TAR) and travel reimbursement forms in accordance with State of Florida and State Courts System policy.

May schedule hearings, including preparing and setting calendar, contacting interested parties, preparing orders and answering telephone calls regarding hearings; coordinates judges' or magistrates' schedule for hearings and trials.

Reviews motions for the transfer and consolidation of cases and sets up new incoming cases; cite checking case law on all memoranda; tracks all files in and out of office; pulls prior cases on new files; files all pleadings.

## ADMINISTRATIVE SECRETARY I

Prepares purchase requisition on Myfloridamarketplace.com, and obtains bids in support of. Keeps records of encumbered funds and monitors court or office expenditures including grants.

Monitors monthly SAMAS reports, assist with auditing invoices and travel reimbursement request.

Maintains working relationships with Justices, State Court System Personnel, state and local government staff, vendors, and the general public.

Maintains property records, i.e. tagging verified equipment, input of information into record, records additions, deletions and changes of location of equipment, insures correct inventory information is provided by all custodians. Coordinates surplus property functions, insuring all pertinent records are created and maintained.

May assist managing reporter with clerical duties related to scheduling of reporters for court and assists with office operations when the managing reporter is unavailable due to court responsibilities or leave.

May collect processes and distributes transcript requests, and ensures delivery, filing, maintenance/archiving of same in accordance with established guidelines and procedures.

Documents, records and processes incoming correspondence; generates invoices for transcripts and collects fees.

Orders supplies and equipment; obtains bids and prepares purchase requisitions for equipment; audits invoices; maintains equipment and equipment inventory.

Gathers information/data to support periodic and special reports for the area of responsibility.

Performs clerical tasks such as reviewing, distributing and responding to incoming mail; performing data entry; maintaining files and records; and faxing or photocopying.

Attends staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Assists in collecting statistical information for use in preparing reports and presentations for the Clerk.

Reviews all closed cases in the court and prepares court's destruction list for case files to be destroyed; annotates the case docket to reflect cases that have been destroyed.

## ADMINISTRATIVE SECRETARY I

Assists in preparing and maintaining court calendar including panel assignments, time and location of oral argument, writs and motions panels, weekly emergency panels, and full court conference dates.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, formats, copies, transcribes, enters and posts data or information and computes or performs arithmetic operations.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Follows instructions and orders of supervisor; provides assistance to people to achieve task completion; serves others such as customers, attends to their requests and exchanges information with them; may instruct or assign duties to coworkers.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

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:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

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

#### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

## ADMINISTRATIVE SECRETARY I

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

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.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Associate's degree.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

One year of experience in business administration, paralegal, secretarial skills or a closely related field.

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

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

ADMINISTRATIVE SECRETARY I

None