

# Florida State Courts System

## Class Specification

**Class Title: Appellate Judicial Assistant – District Court**

**Class Code: 8140**

[Pay Grade 16](#)

### General Description

The essential function of the position within the organization is to provide responsible administrative, secretarial, and clerical and organizational support for a district court judge in the processing of appeals cases in the district court. The position is responsible for administrative tasks of responsibility. The position works independently under limited 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.)

Provides organizational support for the judge's caseload and monitors office activity to ensure efficient work flow; tracks case files in and out of the office.

Maintains the judge's calendar; schedules meetings, conferences and telephone calls; coordinates court calendar and calendar events; makes travel arrangements for the judge.

Sets up case files; transcribes drafts and finalizes opinions, orders and decisions; prepares summaries; proofreads and transmits opinions/decisions; updates and closes out case files.

Keeps track of wallets, opinions and motions from Clerk or other judges via the Case Management System.

Reviews law clerks' work to ensure accuracy of materials prior to product leaving the office.

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

Gathers and organizes information and writes, analyzes and gives reports for the area of responsibility.

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Performs clerical tasks, such as performing research; preparing correspondence, financial disclosure forms and memoranda; gathering and inputting data; or maintaining office equipment and inventory of supplies.

### **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.

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

#### **People Responsibility:**

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

Persuades or influences others in favor of a service, course of action, or point of view.

#### **Assets Responsibility:**

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

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:**

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 specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

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### **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 pressure.

### **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 moderate impact - affects those in work unit.

### **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 custom applications.

## **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.

Two years of college or vocational school education in office skills, business management, paralegal or a closely related field.

### **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.

Five years of related experience.

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

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

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None