

Florida State Courts System Class Specification

Class Title: Judicial Assistant – Circuit Court

Class Code: 8320

[Pay Grade 15](#)

General Description

The essential function of the position within the organization is to provide responsible administrative, secretarial and clerical support to the assigned circuit 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.

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.)

Prepares and maintains the judge's court and professional calendar; schedules and coordinates motions, hearings and conferences; assists attorneys with procedures on filing motions and hearing dates.

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

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

Composes and/or edits correspondence, memoranda, directives, notices, orders, e-mails, and other documents observing strict confidentiality.

Prepares yearly financial disclosure forms; makes travel arrangements and processes travel vouchers.

Researches information on hearing dates for other agencies; prepares notices of hearings for cases put on the calendar by the judge.

Interacts with attorneys and litigants and their family members to resolve problems such as scheduling conflicts or other case-related issues.

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Performs routine clerical tasks such as reviewing, distributing and responding to incoming mail, performing data entry, ordering office supplies, maintaining files/records, faxing or photocopying.

May conduct limited case law research using an electronic database such as Lexus-Nexus.

Schedules trials; maintains trial dockets, continuances and trial orders.

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.

Gives information, guidance, or assistance to people who directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.

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.

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.

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.

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.

Four years of related experience.

Licenses, Certifications, and Registrations Required:

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

None