

Florida State Courts System Class Specification

Class Title: Senior Secretary

Class Code: 2004

[Pay Grade 11](#)

General Description

The essential function of the position within the organization is to provide complex clerical/secretarial support. This position is responsible for a variety of office tasks. The position works under general supervision according to some procedures; and may decide how and when to complete tasks.

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.)

Schedules and coordinates meetings and prepares orders for judges' signatures; coordinates schedules for staff and contract mediators; prepares memoranda of agreements reached in mediation and submits to judges.

Transcribes legal memoranda from dictation, court orders and Supreme Court responses; proofreads for grammar, spelling, accuracy of quotations, proper case citation and format, and distributes memoranda as appropriate.

Answers departmental telephones; provides information, directs callers to appropriate personnel or department, or takes and relays messages.

Serves as receptionist; greets visitors and checks in appointments; provides information, and directs visitors to appropriate personnel or department.

Performs complex clerical/secretarial tasks, such as typing and processing documents such as letters, agreements, work orders or memoranda; performing research; processing and distributing mail; preparing paperwork for meetings; preparing reports; or maintaining calendars or record systems.

Transfers legal memoranda to research directory; prepares labels and filings; scans office files onto disks; assists in keeping a log of all case files and assigns new cases; maintains index of cases assigned and monitors current status; prepares periodic reports.

Performs special tasks, such as signing materials in and out, screening cases and reviewing files, gathering data for special reports, or assisting with special projects.

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Performs duties of other Courts System personnel in their absence as directed.

Performs routine office tasks, such as scanning documents, performing data entry, faxing, filing or photocopying.

Receives requests for interpreter services; dispatches assignments to interpreters; tracks assignments and maintains records and documentation of work provided.

Performs purchasing duties via p-card and purchase orders.

Processes travel authorization requests and travel reimbursement forms.

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.

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

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

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

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

Has responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

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.

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Communications Requirements:

Involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

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

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional 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.

The impact of decisions is moderately serious – affects work unit and may affect others.

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.

High school diploma or GED.

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

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recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of experience in office skills, computer operation 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.

None