

Florida State Courts System Class Specification

Class Title: Administrative Assistant III

Class Code: 6335

[Pay Grade 20](#)

General Description

The essential function of the position within the organization is to provide complex accounting, administrative, program coordinating and clerical support. The position is responsible for programs and administrative and clerical tasks/functions of responsibility. The position works independently, reporting major activities through periodic meetings.

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.)

May coordinate special accommodations under the Americans with Disabilities Act to ensure due process for persons with disabilities, such as arranging for assistive listening devices, Braille and other alternative formats.

Performs a variety of human resources duties, including recruiting, processing employee leave information and handling temporary placements; screens job applications and enters data into job applicant tracking system; prepares and forwards application packets to hiring supervisors. May participate in employee selection process.

Processes payroll for county-funded employees; processes new employee and benefit paperwork for state-funded personnel; maintains timesheets / timecards and attendance records for state and county employees; audits timesheets and enters into database.

Prepares documents advising the Office of Personnel Services of employee benefit changes and orients State Courts System employees on benefits and personnel policies; maintains personnel files for the court.

Performs a variety of administrative, accounting and fiscal duties to assist in managing daily business and support operations.

Monitors financial actions in FLAIR, pre-audits invoices and travel reimbursement requests, obtains bids for purchases, and monitors unit expenditures.

Documents, researches, records, creates, edits and processes incoming and outgoing correspondence, observing strict confidentiality.

ADMINISTRATIVE ASSISTANT III

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

Reconciles, on a monthly basis, Florida Accounting and Information Resource (FLAIR) reports with the state of Florida comptroller ledgers, and maintains, using FLAIR, general accounting records for a variety of state court system funds, including general revenue, grants and donations, trust funds, and administered funds.

Processes invoices for payment, including researching invoice payment status and requisition reconciliation with applicable invoices; creates, processes and renews contracts for services.

Performs general accounting functions such as auditing accounts, processing vouchers, assisting in the budget process, processing purchase orders, or preparing bills.

Approves final level purchase card charges and reconciles monthly purchasing card reports for proper documentation.

Researches and analyzes financial and accounting records to determine sequence of operations and required account resolutions; recommends and/or implements resolutions as needed.

Processes requests for sign language interpreters and real time reporting services; schedules and coordinates interpreters and real time reporters; processes invoices for payment.

Establishes and maintains working relationships with judicial and non-judicial State Courts System personnel, state staff, local government, and the public.

Responds to or distributes surveys pertaining to court administration procedures; processes/files confidential financial documents; records, edits, maintains and distributes minutes and correspondence for committees.

Sets up and maintains files, books, records, and other departmental systems of responsibility; provides database updates as required.

Researches requests regarding administrative orders.

Gathers and maintains information/data to prepare periodic and special reports for the area of responsibility; makes copies and distributes to appropriate personnel or departments as designated.

Performs clerical tasks such as processing incoming mail, scheduling meetings and maintaining calendars, processing travel reimbursements, filing, faxing, purchasing supplies, or photocopying.

ADMINISTRATIVE ASSISTANT III

Attends staff, community and other professional meetings to exchange information and/or to take minutes; transcribes minutes and distributes to appropriate personnel; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Maintains unit website including 508 accessibility and newsletter production.

Performs research relative to Judicial Administration for the purpose of assisting in drafting operational policies and/or procedures.

May supervise secretarial or clerical support positions.

Provides temporary coverage for judicial assistants.

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.

Has responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

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 Required:

Involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; composes business letters, complex reports and manuals; speaks formally to groups inside and outside the organization.

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.

May perform supervisory work involving policy and guidelines solving both people and work related problems; requires continuous, close attention for accurate results and 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 moderately serious impact - affects work unit and may affect other units or citizens.

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 moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets 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.

Bachelor's degree.

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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.

Three 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