

Florida State Courts System

Class Specification

Class Title: Administrative Assistant I

Class Code: 6331

[Pay Grade 14](#)

General Description

The essential function of the position within the organization is to provide broad administrative, organizational and clerical support. The position is responsible for administrative and clerical tasks of responsibility. The position works under general supervision independently 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.)

Provides administrative support to court staff in the unit assigned.

Composes/drafts and/or types correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents observing strict confidentiality; transcribes judicial documents.

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

May provide temporary coverage for judicial assistants.

Schedules appointments and maintains calendars; keeps supervisor(s) apprised of appointments throughout the day; makes travel arrangements and completes required paperwork relating to travel, such as expense reports.

Analyzes incoming pleadings and correspondence; provides assistance and information to litigants.

Prepares orders of recusal and Florida Bar reassignments.

Coordinates assignments of foreign language and sign language interpreters for court proceedings.

Coordinates and schedules court hearings or program events; enters data into an automated calendaring system; orders and prepares court files, and maintains a tickler system.

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

Gathers and maintains information/data to support 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, collecting and distributing court files, performing data entry, filing, faxing, or photocopying.

Attends staff 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.

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, and formats 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.

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.

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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 coworkers and people 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 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 and may affect those in other work units.

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.

Bachelor'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

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

One year of experience in business administration, office skills or a related field.

Licenses, Certifications, and Registrations Required:

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

None