

# Florida State Courts System Class Specification

**Class Title: Secretary Specialist**

**Class Code: 2003**

[Pay Grade 09](#)

## **General Description**

The essential function of the position within the organization is to provide clerical/secretarial support. The position is responsible for office tasks of responsibility. The position works under general supervision according to some procedures.

## **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.)

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

Serves as receptionist; greets visitors and establishes purpose of visit; provides information or directs visitor to appropriate personnel or department.

Performs clerical/secretarial tasks, such as typing and processing documents, such as letters, agreements or memoranda; processing and distributing mail; preparing paperwork for meetings; preparing routine reports; performing data entry; maintaining calendars or file/record systems; shredding; or faxing.

Schedules hearings/trials, mediations, conferences and depositions; assists and effectively communicates information to attorneys, court staff and the general public regarding court dates, schedules, procedures, and case information.

Receives, arranges and posts court dockets provided by judicial assistants on trials being heard by the judges; assists in ensuring proper setup of courtrooms for session.

Assigns interpreters to courtrooms, depositions, client/attorney interviews in jail, polygraph examinations, and psychological evaluations.

Drafts orders, signs materials in and out, processes monies received, screens cases and reviews files, gathers data for special reports, processes clerk's orders, and/or assists with special projects as directed.

## **SECRETARY SPECIALIST**

Prepares envelopes, makes photocopies of reports/orders, and stamps and stuffs envelopes for mailing to parties.

Prepares travel vouchers and travel reimbursement forms in accordance with State of Florida and State Courts Systems policy.

Orders supplies and equipment; obtains bids and prepares purchase requisitions for equipment; audits invoices, maintains equipment and equipment inventory.

### **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, copies, transcribes, enters, or posts data or information; computes or performs arithmetic operations.

#### **People Responsibility:**

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

Speaks with or signals to people to convey or exchange information; attends to their requests; may give instructions or assignments.

#### **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.

## **SECRETARY SPECIALIST**

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.

Makes decisions with minor impact - affects those in immediate work area and may affect 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 telephones, fax machine, computer, 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 one year of college or vocational school education in office skills, computer operation 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.

One year of related experience.

## **SECRETARY SPECIALIST**

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

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

None