

Florida State Courts System Class Specification

Class Title: Administrative Secretary II

Class Code: 2110

[Pay Grade 16](#)

General Description

The essential function of the position within the organization is to provide organizational, secretarial and administrative support for a State Courts System manager including Trial Court Administrator, Clerk of Court, or District Court Marshal. The position is responsible for office tasks of high 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.)

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

Composes and types correspondence, lists, memoranda, reports, e-mails, and other documents observing strict confidentiality; organizes papers for filing.

Prepares documents for supervisor, including orders and reports, and keeps him/her apprised of appointments and meetings; prepares calendar for supervisor.

Schedules hearings, including preparing and setting calendar, contacting interested parties, preparing orders and answering telephone calls regarding hearings; coordinates judges' schedule for hearings and trials.

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

Reviews motions for the transfer and consolidation of cases and sets up new incoming cases; cite checking case law on all memoranda; tracks all files in and out of office; pulls prior cases on new files; files all pleadings.

Assists managing reporter with clerical duties related to scheduling of reporters for court and assists in a supervisory capacity when the managing reporter is unavailable due to court responsibilities or leave.

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Collects processes and distributes transcript requests, and ensures delivery, filing, maintenance/archiving of same in accordance with established guidelines and procedures.

Documents, records and processes incoming correspondence; generates invoices for transcripts and collects fees.

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

Gathers information/data to support periodic and special reports for the area of responsibility.

Attends staff meetings to exchange information; 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, formats, copies, transcribes, enters and posts data or information and computes or performs arithmetic operations.

People Responsibility:

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

Provides assistance to coworkers to achieve task completion; may instruct or assign duties to coworkers. Requires frequent contact with judges, SCS managers, other state or local agencies, and the public.

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.

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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 reports and business letters using proper format and grammar; speaks to groups of 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 semi-skilled 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 only those in immediate work area.

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.

Associate'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

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perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of experience.

Licenses, Certifications, and Registrations Required:

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

None