

Florida State Courts System

Classification Specification

Classification Title: Administrative Assistant I

Pay Grade: 19

Class Code: 6340 / 6341 (DCA)

FLSA Status: Included

CLASS SUMMARY

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/office tasks of responsibility. The position works under general supervision independently developing work methods and sequences.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Provides administrative support to court staff or unit assigned; may provide temporary coverage for judicial assistants or other administrative support staff, as needed.
- 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.
- Schedules appointments/meetings and maintains calendars; coordinates schedules for staff and contract mediators; keeps supervisor(s)/staff apprised of appointments throughout the day.
- Assists in preparing and maintaining court calendar, including panel assignments, time and location of oral argument, writs and motions panels, weekly emergency panels, and full court conference dates. Receives, arranges and posts court dockets; assists in ensuring proper setup of courtroom for session.
- Makes travel arrangements and prepares authorization to incur travel (TAR) and travel reimbursement forms, as necessary, in accordance with State of Florida and State Courts System policy.
- Reviews incoming pleadings and correspondence; schedules hearings/trials, mediations, conferences, and depositions; schedules program events; assists and effectively communicates information to attorneys, court staff, and the general public regarding court dates, schedules, procedures, and case information; orders and prepares court files; and processes clerk's orders.
- Proofreads documents for grammar, spelling, accuracy of quotations, and format.
- Reviews motions for the transfer and consolidation of cases and sets up new incoming cases; verifies case law citations on all memoranda; tracks all files in and out of office; pulls prior cases on new files; files all pleadings.
- Reviews all closed cases in the court and prepares court's destruction list for case files to be destroyed; annotates the case docket to reflect cases that have been destroyed.

- 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.
- Transfers legal memoranda to research directory; prepares labels and filings; scans office files; 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.
- Prepares orders for judges' signature, including orders of recusal and Florida Bar reassignments.
- Prepares memoranda of agreements reached in mediation and submits to judge.
- Coordinates assignments of foreign language and sign language interpreters for court proceedings, including dispatching assignments, tracking assignments, and maintaining records and documentation of work provided.
- Sets up and maintains files, books, records, and other departmental systems of responsibility.
- 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 and deliveries, collecting and distributing court files, preparing paperwork for meetings, preparing routine reports, performing data entry, shredding, scanning, filing, faxing, or photocopying.
- Processes and distributes transcript requests; ensures their delivery, filing, maintenance/archiving in accordance with established guidelines and procedures; generates invoices for transcripts; and collects fees.
- Prepares and maintains expenditure records and reports.
- Performs purchasing duties using state purchasing card and/or My Florida Market Place. Orders supplies and equipment; obtains quotes; prepares purchase requisitions; audits invoices.
- Maintains unit or local court inventory listing, including tagging verified equipment, records additions, deletions and changes, ensures correct inventory information is provided by custodians, coordinates surplus property functions, ensuring all pertinent records are created and maintained.
- 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.

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

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

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

N/A

COMPETENCIES/RESPONSIBILITIES

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, subtractions, multiplication, and division; may compute ratios, rates and percentages.

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/Errors

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.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021