

Florida State Courts System

Classification Specification

Classification Title: Administrative Assistant II

Pay Grade: 27

Class Code: 6350 / 6351 (DCA)

FLSA Status: Included

CLASS SUMMARY

The essential function of the position within the organization is to provide advanced administrative, organizational, fiscal, coordinating, and clerical support. The position is responsible for administrative and clerical/office tasks of moderate 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 and fiscal support to the unit manager and other court staff; 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 documents.
- Answers telephone calls and greets visitors; provides information to the public and resolves issues or directs caller/visitor to appropriate office or staff.
- Monitors financial actions in Florida Accounting and Information Resource (FLAIR), pre-audits invoices, and travel reimbursement requests in accordance with State of Florida and State Courts System policy; obtains bids for purchases; performs purchasing duties, such as ordering office supplies and equipment, using state purchasing card and/or My Florida Market Place; and monitors unit expenditures.
- Schedules mediation sessions for family law cases; prepares documents, coordinates facility use, collects court files and/or sets up mediation files, and updates database/spreadsheet with mediation results.
- Coordinates schedule for hearings and trials, including scheduling hearings, contacting interested parties and answering telephone inquiries regarding scheduled hearings.
- Schedules appointments/meetings and maintains calendars; coordinates schedules for staff; keeps supervisor(s)/staff apprised of appointments.
- 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.
- Collects and analyzes data for statistical reports; assists in conducting surveys.

- Performs clerical tasks such as processing incoming mail and deliveries, collecting and distributing court files, preparing materials for meetings, performing data entry, shredding, filing, scanning, faxing, or photocopying.
- Monitors pending appeals; provides status updates to attorney(s) of record.
- Reviews and assists with processing Mental Health and Guardianship petitions.
- Sets up new cases; verifies case law citations on all memoranda; tracks all files in and out of office.
- Collects, 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.
- 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.

Two years of work experience in business administration, office skills, or 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.

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.

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 and opportunity for achieving moderate economies and/or preventing moderate 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 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 groups of coworkers and other state or local government offices.

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 moderate impact – affects only 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 or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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