

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: **Judicial Assistant-Circuit Court
(\$3,081.72/month \$36,980.58/year)**

CLOSING DATE: **Open until filled**

WORK SCHEDULE: **Monday through Friday**

JOB LOCATION: **Polk County Courthouse**

This is significantly responsible work performing a variety of complex administrative and secretarial duties for the purpose of managing the office of Circuit Court Judge. A person assigned a position in this class is required to have a working knowledge of trial court (including civil, criminal, domestic, probate, and juvenile) rules and procedures. Working contacts are made with Judges, Offices of Clerk of Court, Court Administrator, State Attorney, Public Defender, private attorneys, purpose of these contacts is to receive, convey, and explain detailed information regarding circuit court procedure and policy. Work is often of a confidential nature. Extensive contact with persons involved in litigation may create stressful work situations. Work requires independent judgment and is performed under general supervision of Circuit Court Judge.

ILLUSTRATIVE DUTIES

NOTE: The following duties are illustrative and not exhaustive. 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.

- Manage the Judge's calendar by coordinating and scheduling pre-trial hearings, trials, conferences, and meetings, etc. Determine the type of case of hearing and allotted time required to be scheduled. Review calendar for available times (may be by computer).
- Request files from clerk's office, and review for accuracy, format compliance, and completeness before scheduling hearings. Also, review for time standards compliance and prepare reports concerning this data.
- Monitor status of cases assigned to Judge by index card file or computer file.
- Coordinate and schedule courtroom assignment and support personnel available such as court reporters, bailiffs, and clerks.
- Judge's liaison and receptionist for the purpose of greeting, assisting, and informing litigants, attorneys, law enforcement personnel, witnesses, etc., concerning court procedure and policy.
- Screen and/or route to proper offices all callers and visitors to Judge's office.
- Review files of cases for trial or hearings for accuracy and completeness to determine if proper forms are included.

- Compose letters of response to routine correspondence.
- Prepare orders from dictation, dictaphone, or Judge's and/or law clerk's notes.
- Performs all related duties as required.

KNOWLEDGE, ABILITY AND SKILLS

Working knowledge of court rules and procedures. Ability to handle matters with integrity and confidentiality. Ability to communicate clearly both orally and in writing. Ability to handle emotionally upset and demanding individuals with courtesy and patience. Good listening skills. Ability to concentrate and perform job duties in a stressful working environment. Ability to organize and coordinate various individuals and/or groups on the court calendar. Ability to type at least 60 correct words per minute. Ability to take and transcribe dictation at a rate of 80 words per minute. Ability to use personal computers and word processors for entering and retrieving data.

MINIMUM QUALIFICATIONS

Graduation from a standard high school and four years of responsible experience as a legal secretary or paralegal assistant. An equivalency diploma issued by a state Department of Education or by the United States Armed Forces Institute, or a qualifying score on the Division of Personnel Educational Attainment Comparison Test may be substituted for high school graduation. A comparable amount of training and experience may be substituted for the minimum qualifications.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.