



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

OFFICIAL JOB TITLE: Judicial Assistant-County Court
SALARY: \$45,949.20/Annually
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday;
JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION:

The Judicial Assistant-County Court position is responsible for performing a variety of complex administrative and secretarial duties for the purpose of managing the office of a county court judge. The person who works in this position is required to have a functional knowledge of trial court rules and procedures related to various court division types that may include the following: county civil, small claims, county criminal, and Polk County's Problem Solving Courts division. An essential function of the person in this position is to cultivate and maintain professional relationships and contacts with other judicial offices; Clerk of Courts office in Polk County; the State Attorney's Office; the Public Defender's Office and with private attorneys, for the purpose of managing the assigned court docket. Due to the unique judicial nature of this position, all official oral and written correspondence should be considered confidential in nature unless otherwise directed by the judge. All duties are performed under the direct supervision of the judge. Because this position works directly for and represents a judicial officer, the person who works in the capacity of a judicial assistant must, at all times, maintain professionalism, discretion, impartiality, remain politely impersonal and should never participate in substantive discussions regarding any specific court cases, with litigants, attorneys or the public unless directed to do so by the judge.

EXAMPLES OF WORK PERFORMED:

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 reviewing paper and/or online calendar(s) for hearing time availability and coordinating and setting pre-trial hearings, trials, conferences, meetings, etc., either upon the oral or written request of an attorney or self-represented litigant; or as directed by the judge;
- Receive, process and disseminate court documents, written correspondence and any other court related data regarding assigned cases and procedural information as applicable, appropriate and directed by the judge.
- Review for time standards compliance and prepare reports concerning this data.
- Maintain a system wherein active assigned cases are monitored to ensure that the case is progressing timely towards a disposition;
- Coordinate and schedule hearings, trials courtroom assignments, bailiffs, clerks, etc. as applicable to the assigned division and at the direction of the judge.
- Represent the office of the judge as the judge's liaison, legal secretary and receptionist for the purpose of greeting and communicating with litigants, attorneys, law enforcement personnel, etc., both orally and in writing, regarding assigned court cases, division procedure, and anything else as directed by the judge;
- Screen and process all callers and visitors to Judge's office;

- Compile upcoming court dockets by reviewing online court files and/or hearing materials regarding cases set for trial or hearings at the direction of the Judge and provide to the judge prior to the docket date for review to ensure that no further action is needed;
- Compose letters of response to routine correspondence as appropriate and directed by the judge;
- Prepare orders from live dictation, via transcription device or application, or from judge's and/or law clerk's notes;
- Perform any and all other duties as directed by the judge.

KNOWLEDGE, ABILITIES, AND SKILLS:

The person chosen for this position must have knowledge of the organization and function of the court system; proficiency in Microsoft 365 and other various applications; and possess the following abilities and skills:

- Communicate clearly and concisely, both orally and in writing with clarity, diplomacy, and purpose;
- Display exemplary listening and comprehension skills and the ability to follow oral and written instructions implicitly;
- Conduct matters with the utmost professionalism, integrity, discretion and confidentiality;
- Perform job duties precisely, timely and efficiently in a professional and judicial environment;
- Always Interact courteously and professionally with other judges, court staff; attorneys, self-represented litigants, and the public;
- Maintain a professional, impartial and polite demeanor with emotionally upset and/or demanding individuals;
- Correctly prioritize and complete multiple tasks simultaneously;
- Organize and coordinate hearings with various individuals and/or groups on the court calendar.

MINIMUM QUALIFICATIONS:

- High school diploma; 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 Education Attainment Comparison Test may be substituted for a high school graduation.
- Minimum of four (4) years' experience as a legal secretary or other work experience in the court system is preferred.
- Years of training and experience may be substituted for the minimum qualifications.

We are an equal opportunity employer. We do not discriminate based on 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**

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.