

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

OFFICIAL JOB TITLE: **Judicial Assistant Floater**

SALARY: **\$34,889.89 Annually**

CLOSING DATE: **April 20, 2018**

WORK SCHEDULE: **Monday through Friday**

JOB LOCATION: **Polk County Courthouse**

MAJOR FUNCTION:

This is responsible administrative and secretarial work assisting various judges. A person in this class performs a variety of tasks requiring knowledge of trial court rules and procedures. A variety of contacts are made with individuals and groups such as other judges, judicial assistants, attorneys, the Court Administrator, State Attorney's office, Public Defender's office, Clerk's office, state agencies, the news media, and the general public. The purpose of these contacts is to receive and convey detailed information. Work requires extensive contact with the public and may involve stressful situations. Work is performed under the general supervision of a judge or the court administrator. This position substitutes for a judge's judicial assistant when the judicial assistant is absent from work for any reason.

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.

- Coordinate and schedule, within the parameters of monthly calendars prepared by the Clerk's office, pre-trial motion hearings trial times, post-trial motion times and other court related matters.
- Serve as office receptionist; screen, inform, assist, schedule and route persons coming into the judge's office or calling the office.
- Provide information and assistance to litigants, law enforcement, attorneys, and defendant's relatives on status of pending matters, and resources for assistance.
- Compose letters of response to routine questions, memoranda to advise appropriate parties of special instructions or schedules and routine orders.
- Assist in coordinating and managing the judge's office and maintain efficient workflow within the office between various divisions and offices of the court, organize and maintain office files.
- Prepare various form orders and, on occasion, orders dictated by the judge.
- Prepare travel vouchers and make travel arrangements in connection with seminars, conferences and committee meeting attended by the judge.
- Perform other related duties as required.

- When not working for a judge, this individual assists in the Court Administrator's office with typing, answering telephone, receptionist, Xeroxing and other clerical duties.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge of court 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.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school and three years experience as legal secretary or paralegal assistant and/or experience in the justice system.

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.

Preference will be given to applicants with experience in the justice system.

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 Job 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
ssullivan@jud10.flcourts.org**

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