

JOB ANNOUNCEMENT

JUDICIAL ASSISTANT- COUNTY COURT 8310 (Position located in Gainesville, FL)

Distinguishing Characteristics of Work

This is very responsible work performing a variety of administrative and secretarial duties for managing the office of a County Court Judge. The judicial assistant manages the judge's court and professional calendar coordinating and scheduling motions, pre-trial hearings, trials, conferences, and committee meetings. The judicial assistant also reviews case files for accuracy, format compliance and completeness before scheduled hearings. The judicial assistant is the judge's liaison to assist and inform litigants, attorneys, law enforcement personnel, and witnesses concerning court procedure and policy. The judicial assistant reviews and distributes incoming mail and composes responses to routine correspondence. Frequent working contacts are made with judges, offices of the Clerk of Court, Trial Court Administrator, State Attorney, Public Defender, private attorneys, law clerks, state and local law enforcement, witnesses, bailiffs, criminal justice and social service professionals, the news media, and the general public. Work is often of a sensitive and confidential nature. The judicial assistant must observe high standards of conduct. Work requires independent judgment and is performed under general supervision of a County Court Judge.

Education and Training Guidelines

Graduation from a standard high school or an equivalency diploma issued by a state department of education or the United States Armed Forces, and responsible experience as a legal secretary or in a court related field.

Knowledge, Skills, and Abilities

Working knowledge of trial court (including civil, traffic, and criminal) rules and procedures. Ability to handle sensitive matters with integrity and confidentiality. Ability to communicate clearly and effectively. Ability to handle individuals who are under stress with courtesy, tact, and patience. Ability to operate standard office equipment, including personal computers, word processing and data entry applications for case management.

A State of Florida job application, cover letter and three letters of reference are required.

Send to Ms. Jan Phillips, Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601. If you need a special accommodation to participate in the application/selection process, please call 352-337-6237 (Office & TDD). Starting salary is \$29,319.84/annually (hiring at base only). **Health insurance is available at no cost and free parking.** The successful applicant will be subject to a criminal background check. **Position opened until filled.**