

COURT ASSISTANT

MAJOR FUNCTION

Performs complex administrative, professional duties, and secretarial duties necessary for managing a judicial office. Works with minimal instruction or supervision..

ESSENTIAL FUNCTIONS

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Responsible for scheduling motions, pre-trial hearings, trials, conferences and meetings, managing court calendar.
- Prepares and composes orders and correspondence for the judge's signature.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- Reviews case files and orders for accuracy, format compliance and completeness.
- Assist and inform litigants, attorneys, law-enforcement personnel and witnesses concerning court procedure and policy.
- Prepares reports and correspondence requested by the manager, where information must be obtained and compiled from a variety of sources.
- Distributes incoming mail, performs additional assignments as needed.
- Will be assigned projects, processes, or programs and will be responsible for results.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- May answer phone calls, or receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.

SECONDARY FUNCTIONS

- Performs related duties as directed.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone

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contact.

SUPERVISION

May be responsible for directly supervising clerical, part-time, temporary, or community service workers on a partial, part-time or temporary basis, depending on area of assignment. Responsibilities include providing on-the-job training; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High School or GED preferred; with four years progressively responsible administrative support experience at the legal secretary level; greater experience may substitute for a portion of the required education; or an equivalent combination of education and experience.

Licenses

Possession of a valid Florida Divers License.

Certifications.

Notary public may be required.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to apply common sense understanding to carry instructions furnished in written, oral, or diagram form.

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- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as a lead worker.
- Requires judgment regarding use of equipment, tools, or materials.

Specialized Skills and Abilities

- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Working knowledge of trial court including civil, criminal, domestic, probate and juvenile rules and procedures. .
- Ability to understand and interpret pertinent policies and procedures clearly and accurately.
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, the media, representatives from all levels of government, civic organizations, business professionals, and the general public.
- Ability to project a positive, concerned image to the public.
- Ability to organize and coordinate schedules of various individuals and/or groups on the court calendar
- Ability to communicate clearly and effectively both orally and in writing.
- Thorough knowledge of business English, spelling, and punctuation.
- Thorough knowledge of office practices, procedures, and equipment.
- Ability to work with minimal supervision and recognize and establish work priorities.
- Thorough knowledge of departmental functions and organizational structure.
- Ability to handle sensitive matters with integrity and confidentiality.
- Ability to perform complex administrative support assignments requiring considerable exercise of independent judgment.
- Ability to remain calm in stressful situations. Ability to handle individuals who are under stress with courtesy, tact and patience.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy

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machine, Dictaphone, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate. Ability to work efficiently and accurately in an atmosphere of frequent interruption.

Established: 10/2006	Category: 6
Pay Grade: 13	Status: N
Job Description Number: 6222	Revised: