



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

OFFICIAL JOB TITLE: Judicial Assistant Floater
SALARY: \$48,157.43/annually
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

GENERAL DESCRIPTION:

The Judicial Assistant Floater is responsible for assisting various and often multiple judicial offices simultaneously, by performing administrative/secretarial duties and court related tasks for judges in the absence of their judicial assistants. The workload related to this position requires knowledge of trial court rules and procedures. This position interacts closely with judges; judicial assistants; other court related entities, attorneys and their staff; and the general public, for the purpose of scheduling court hearings as well as receiving and disseminating information. The main responsibility of this position is to temporarily serve in the capacity of a judicial assistant by covering any and all applicable duties for judicial assistants when they are absent from work for any reason and request coverage.

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.

This position has the unique designation of fulfilling all applicable duties and tasks as requested by the judicial assistant and/or at the direction of the judge whose telephone and/or desk is being covered. This could include but is not limited to:

- Coordinating and scheduling court hearings or other matters with attorneys' offices on the judicial calendar of the assigned judge; adding hearings to the Clerk's Office's online court dockets as needed and applicable; setting hearings at the direction of the assigned judge;
- Performing the clerical duties of an office receptionist i.e. screening telephone calls and in-person visitors such as litigants, law enforcement officers, attorneys, other court personnel and the general public for the purpose of assisting them to the extent that a judicial office is ethically allowed to while remaining impartial to the cause or action;
- Maintaining an efficient workflow by managing the judge's office to include composing letters, orders or other judicial correspondence at the direction of the assigned judge; preparing various form orders and on occasion, orders dictated by the judge; processing of any and all court orders and/or correspondence upon signature and/or as directed by the assigned judge- this may involve efilg; organize and maintain office files as directed;
- Performing other related duties as required and/or directed by the assigned judge.

KNOWLEDGE, ABILITIES, AND SKILLS:

The candidate chosen for this position must have prior experience specific to the Florida State Courts System, be technologically proficient 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;
- Conduct matters with the utmost professionalism, integrity, discretion and confidentiality;
- Perform job duties timely and efficiently in a high-energy/fast-paced, professional environment;
- Interact courteously and professionally with staff, clients and the general public;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly;
- Understand and follow oral and written instructions
- 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 two (2) years' experience as a legal secretary or other work experience in the court system.

We are an equal opportunity employer. We do not discriminate based race, religion, gender, age, national origin or disability. Interested applicants must complete a State of Florida Job application 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 Administrative Office of the Courts in advance by calling (863) 534-4686.