

VACANCY ANNOUNCEMENT

FOURTEENTH JUDICIAL CIRCUIT



Position: Judicial Assistant - County Court
Salary: \$2,799.40 Monthly
Location: Bay County

GENERAL DESCRIPTION

The essential function of this position is to provide responsible administrative, secretarial, and clerical support to the assigned County Judge's office.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ▶ Prepares and maintains the judge's calendar, schedules, trials, motions, hearings, and conferences;
- ▶ Manages the judge's criminal and civil dockets, including case flow and time standards;
- ▶ Provides organizational support for the judge's caseload, including preparing orders, docketing, jury instructions and a list of pending cases, reviewing case files for accuracy and completeness;
- ▶ Screens telephone calls and visitors to the judge's office and directs caller/visitor to proper personnel or agency;
- ▶ Composes correspondence, memoranda, directives, notices, orders, emails, and other documents;
- ▶ Performs routine clerical tasks, such as reviewing, distributing, and responding to incoming mail; ordering office supplies; maintaining files; and faxing, scanning, and copying; and
- ▶ Interacts with attorneys and litigants to resolve problems or other case-related issues.

EDUCATION

High school diploma or GED and two years of college or vocational education in paralegal, secretarial skills, or closely related field.

EXPERIENCE

Six years of related experience.

COMMENTS

- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application process, please contact the person at the number indicated below. If you are hearing impaired, please dial 711.
- ▶ We do not accept applications electronically.

SEND AN ORIGINAL AND TWO (2) COPIES OF A CURRENT STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:

MAIL TO:
Sarah Pearce
Court Administration
P.O. Box 1089
Panama City, FL 32402

DELIVER IN PERSON:
Courthouse Annex
301 McKenzie Avenue
Panama City, FL 32401
Phone: (850) 747-5338

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

Closing Date:
September 22, 2017