



Second District Court of Appeal

JUDICIAL ASSISTANT to the
Honorable J. Andrew Atkinson

Position Vacancy - Open Until Filled

February 2, 2018

POSITION TITLE: Judicial Assistant

Responsible for performing a variety of detailed secretarial and administrative duties for a district court judge.

POSITION NUMBER: 003833

SALARY: \$39,468.39, annual. If the appointment is a promotional opportunity for a current State Courts System employee, a promotional increase of up to 5% may be available based on qualifications.

LOCATION: Tampa

EDUCATION: Graduation from a standard high school and four years of secretarial, administrative, or clerical experience. A bachelor's degree from an accredited four year college or university may substitute for the recommended experience.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to compose correspondence, proofread and edit legal memoranda and orders using current software applications. Superior knowledge of the rules of English grammar, spelling, and punctuation. Knowledge of appellate court rules and procedures, including legal production format and guidelines, is preferred. Working contacts are made with justices, judges, law clerks, Office of State Courts Administrator, clerk's office, marshal's office, court administrators, attorneys, The Florida Bar, the media, and the general public. Ability to handle matters before the court with integrity and confidentiality. This position requires initiative, **strong organizational skills**, careful attention to detail, and the ability to work under pressure and meet deadlines. Professionalism and good verbal and written communication skills are essential.

The State Courts System position classification can be found at:
<http://www.flcourts.org/core/fileparse.php/247/urlt/Appellate-Judicial-Assistant-District-Court-508-1.pdf>

HOW TO APPLY: Submit a cover letter, resume and current State of Florida application by e-mail in one .pdf file to 2DCA_HR@flcourts.org.

All offers of employment are conditioned upon a satisfactory criminal history check.

Equal Opportunity Employer: We do not discriminate on the basis of race, religion, color, sex, age, genetic information, national origin, or disability.
Florida Relay Service (Voice) 800-955-8770, (TDD) 800-955-8771.