



Second District Court of Appeal

JUDICIAL ASSISTANT

Position Vacancy - Open Until Filled

November 14, 2017

POSITION TITLE: Judicial Assistant

Significantly responsible work performing a variety of detailed secretarial and administrative duties for a district court judge.

POSITION NUMBER: 008237

SALARY: \$35,868.39 – 39,468.39 annual. If the appointment is a promotion 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 five 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. Requires a thorough knowledge of appellate court rules and procedures, including legal production format and guidelines. 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. Professional verbal and written communication skills are essential.

***Significant experience with composing, formatting, organizing, and editing documents in Microsoft Word and Adobe Pro.**

***Applicants with legal training or experience are encouraged to apply.**

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 will be conditioned upon a satisfactory criminal history check.