

JOB ANNOUNCEMENT

INTERNAL / EXTERNAL

JUDICIAL ASSISTANT – COUNTY COURT (State Funded Position - 9639)

**Administrative Office of the Courts
Sixth Judicial Circuit**

Description of Work:

This is a significantly responsible position performing a variety of complex administrative and secretarial duties for the purpose of managing the office of a County Court Judge. A County Court Judicial Assistant is required to have a working knowledge of trial court rules and procedures. Working contacts are made with Judges, Clerk's Office, Attorneys, the news media, and the general public. The purpose of these contacts is to receive and convey detailed information. Due to the confidential nature of this work, and frequent contact with persons involved in litigation, work may involve stressful situations. Work is performed under general supervision of a County Court Judge and requires independent judgment.

Minimum Training and Experience Required:

Graduation from a standard high school, or possession of G.E.D., and three years of experience as legal secretary, paralegal assistant, or administrative employee in the justice system. Experience in Clericus is preferred.

Location: West Pasco Government Center, 7530 Little Road, New Port Richey, FL 34654

Salary: \$2,674.40 + \$300.00 monthly = \$2,974.40 monthly plus benefits; State Pay Grade 141
Health insurance subsidized employee only 8.35/monthly or 30.00 family.

Submit RESUME and APPLICATION to the following location:

Position is for Judge Roberts. Questions and applications should be directed to HR.

Criminal Justice Center, 14250 49th St. No., Suite 2-H, (Human Resources), Clearwater, FL 33762

Or via email at: SixthCircuitHR@jud6.org

DEADLINE TO SUBMIT: MONDAY, November 27, 2017 at 5:00 p.m.

Equal Opportunity and Diversity Employer

Drug-free Workplace

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (727) 453-7165 IN ADVANCE.