

**Florida State Courts System
Class Specification**

Class Title: Administrative Assistant

Class Code: 6332

General Description

The essential function of the position within the organization is to provide advanced administrative, fiscal, coordinating, and clerical support. The position is responsible for administrative and clerical tasks of moderate responsibility. The position works under general supervision independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides administrative and fiscal support to the unit manager and other court staff.

Monitors financial actions in FLAIR, pre-audits invoices and travel reimbursement requests, obtains bids for purchases, and monitors unit expenditures.

Collects and analyzes data for statistical reports. Assists in conducting surveys.

Schedules mediation sessions for family law cases; prepares documents, coordinates facility use, collects court files and/or sets up mediation files, and updates database/spreadsheet with mediation results.

Composes/drafts and/or types correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents observing strict confidentiality; transcribes judicial documents.

May assist family law judge in special projects, including performing research and typing; develops and maintains working relationship with Clerk of Court office to ensure efficient delivery of services.

May provide temporary coverage for judicial assistants.

Screens telephone calls and visitors; provides information to the public and resolves issues or directs caller/visitor to appropriate office or staff.

ADMINISTRATIVE ASSISTANT

Sets up and maintains files, books, records, and other departmental systems of responsibility; provides database updates as required.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility; makes copies and distributes to appropriate personnel or departments as designated.

Performs clerical tasks such as processing incoming mail, collecting and distributing court files, performing data entry, filing, faxing, or photocopying.

Attends staff and other professional meetings to exchange information and/or to take minutes; transcribes minutes and distributes to appropriate personnel; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

ADMINISTRATIVE ASSISTANT

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to groups of coworkers and other state or local government offices.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects only those in immediate work area and may affect other work units.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

ADMINISTRATIVE ASSISTANT

Two years of experience in business administration, office skills or related field.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None