



## The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

### Administrative Office of the Courts

## JOB OPPORTUNITY

### FULL-TIME POSITION

POSITION TITLE: Judicial Assistant-Circuit Court	POSITION LOCATION: Alachua County
POSITION #: 9027	SALARY: \$42,376.45/annually

#### GENERAL DESCRIPTION

The essential function of this position is performing administrative duties managing the office of a Circuit Judge. The judicial assistant is the judge's liaison to assist and inform litigants, attorneys, law enforcement personnel, and witnesses concerning court procedure and policy. Frequent working contacts are made with judges, offices of the Clerk of Court, Trial Court Administrator, State Attorney, Public Defender, private attorneys, law clerks, state and local law enforcement, witnesses, bailiffs, criminal justice and social service professionals, the news media, and the public.

#### KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of trial court processes, including civil rules and procedures. Ability to handle sensitive matters with integrity and confidentiality. Excellent written and oral communication skills. Detail oriented. The ability to work independently, be resourceful, multi-task, and capable of prioritizing tasks. Manage the judge's court and professional calendar coordinating and scheduling motions, pre-trial hearings, trials, conferences, and committee meetings. Review case files for accuracy, format compliance and completeness before scheduled hearings. Review and distribute incoming mail and compose responses to routine correspondence. Maintain a professional and courteous demeanor when dealing with distressed visitors. Proficient in Microsoft Office Word applications, Zoom, and operation of standard office equipment.

#### EDUCATION AND EXPERIENCE

High school diploma or GED, and two years of college or vocational school education in paralegal, secretarial skills, computer operations or a closely related field. Legal or paralegal experience preferred and may substitute for education requirement.

#### SALARY AND BENEFITS

Salary is \$42,376.45/annually. State of Florida benefits and retirement offered.

#### APPLICATION PROCESS

All information must be submitted through the [People First System](#). Cover letter, resume and two references required. Complete application packet must be received by December 8, 2022. Questions can be submitted to [employment@circuit8.org](mailto:employment@circuit8.org).

#### NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.