

JUDICIAL ASSISTANT – COUNTY

Office: County Judge Bryan Feigenbaum
Class/Working Title Judicial Assistant
Location: Daytona Beach
Position Number: 01480
Annual Salary: \$45,949.20
Deadline to Apply: Open Until Filled

Function: This position will report to Judge Feigenbaum in Daytona Beach at the Volusia County Steven C. Henderson Judicial Center. Provides highly responsible administrative, secretarial, and clerical support to the Judge. Working relationships are established with judges, other court personnel, attorneys, and the public. Specific duties include, but are not limited to, the following:

- Prepares and maintains the judge's professional calendars, schedules motions, hearings, conferences, and trials at the request of the judge.
- Interacts with attorneys, defendants, and their family members to resolve problems such as scheduling conflicts or other case related issues.
- Prepares and distributes orders as directed by the judge; assists judge in preparing a calendar several months in advance.
- Reviews case files for accuracy, format compliance, and completeness prior to submitting files to the judge; maintains trial dockets, continuances, and trial orders.
- Reviews and prepares correspondence, orders, reports, emails, and other documents observing strict confidentiality; organizes papers for filing; makes travel arrangements for conferences and meetings; and prepares compensation and travel reimbursement vouchers.

Minimum Requirements:

Graduation from high school or GED and any combination of college and/or related experience totaling at least 5 years.

Knowledge, Skills and Abilities:

Applicants should possess a basic knowledge of court operations. Must have the ability to coordinate court activities with various agencies involved when scheduling court events. Must have the ability to communicate effectively in writing and orally. Ability to use the Internet, Microsoft Word, Excel, Outlook and other computer applications as required.

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please apply on the People First website specifically for this vacancy if interested.

<https://jobs.myflorida.com/>

If you are disabled and require an accommodation to participate in the application/interview process, please contact Israel Gonzalez at 386-313-4561 or

igonzalez@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA