



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Judicial Assistant

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22009637

Closing date: Open until filled

Education: High School Diploma or Equivalent

Type: Full -Time

FLSA: Exempt

Shift: Day

Salary: \$43,640.04/Annually

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/judicial-assistant-1>

Position description

The Ninth Circuit seeks to fill a County Judicial Assistant position responsible for supporting the administrative and secretarial duties of County Judge Jeremy Beasley. The following duties are not intended to serve as a comprehensive list of all duties, but only as a summary of the primary duties and responsibilities.

- Prepare and maintain the judge's court and keep the judge's professional calendar up to date at all times.
- Schedule and coordinate motions, hearings, and conferences.
- Assist attorneys and/or self-represented parties with procedures on filing motions and hearing dates.
- Maintain trial dockets.

- Compose and edit correspondence, memoranda, directives, notices, e-mails, and other documents observing strict confidentiality.
- Provide organizational support for the judge's caseload, including preparing orders, list of pending cases, ordering jurors, coordinating services such as interpreters, and reviewing cases for accuracy.
- Perform other work-related duties as assigned.

The chosen candidate should also exude the highest level of professionalism, have excellent communication skills, be detail-orientated, have working knowledge of Microsoft Office programs, and possess excellent customer service skills. This position requires a high school diploma and four (4) years of experience as either a legal secretary, paralegal, or judicial assistant. Additional relevant education may substitute for the recommended experience on a year-for-year basis. This is a state funded position with benefits. Salary: \$43,640.04 yearly. Deadline to apply: Open Until Filled.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities