



Eleventh Judicial Circuit of Florida
**Administrative Assistant III (Domestic Violence Calendar
 Coordinator) - DV Court Operations**

SALARY	\$47,442.25 Annually	LOCATION	33128, FL
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-9248	DIVISION	Domestic Violence Division
OPENING DATE	07/01/2024	CLOSING DATE	7/15/2024 11:59 PM Eastern

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary.

The essential function of the position within the Domestic Violence Division is to provide complex administrative, and clerical support to the Division in the preparation, coordination, and monitoring of Domestic Violence civil and criminal judicial calendars for the Division Judges and Branch Court Judges, including creating and entering calendars in the Odyssey system. Effective relationships with the members of the judiciary, court system personnel, community partners as well as the general public are essential. The position works independently, reporting major activities through periodic meetings with the Division Director, Administrative and/or Associate Administrative Judges. The position reports directly to the Division Director or designee.

This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Responsibilities

- Creates and manages weekly judicial civil, criminal and Problem-Solving Court calendars for Domestic Violence Division Judges, and weekly judicial civil calendars for County Court Judges who proceed over civil domestic violence cases at different Branch Court locations.
- Prepares weekly judges' schedule for distribution to all pertinent court personnel, judges and outside agencies.
- Maintains constant contact with all Division judges and their judicial assistants regarding scheduling, leave time and operational procedures, this includes keeping track of all memo forms pertaining to these responsibilities, and modifying weekly judges' schedules as needed.
- Reviews and determines accuracy of setting cases in Odyssey, makes changes as needed and revises calendars and schedules accordingly. Monitors all calendars, special sets and errors within the Odyssey system, these tasks require constant communication with the DV Case Management Unit.
- Assists all Branch Court Judges and their judicial assistants with all Domestic Violence civil calendars; monitors and analyzes those calendars and hearing caps to ensure an adequate number of hearings for newly filed civil cases.
- Creates, maintains and monitors all Division judicial emergency duty rosters, both daytime and after-hours, including tracking all change memos, to assure sufficient weekly coverage (24 hours a day, 7 days a week) is available.
- Recognizes trends in civil and criminal Division filings and addresses those trends with supervisor to provide the appropriate addition of calendars, changes in courtrooms and operational issues involved in those trends.
- Coordinates calendar coverage for judges in emergency situations and when leave is requested, including obtaining Senior Judge coverage as needed for calendar coverage in all courthouses.
- Assists Division Director as needed with internal and external stakeholders notifications of judicial assignment.

- Schedules and coordinates Division meetings that take place multiple times a year including, but not limited to, Judges Meetings, Domestic Violence Court Operations Meetings, Domestic Violence Coordinating Council Meetings and Batterers Intervention Program Meetings.
- Assists with coordinating training on all domestic violence related issues, and with scheduling training of new Judges, Judicial Assistants and Court Specialists.
- Attends and participates in Division related meetings and or special projects as requested by the Division Director.
- Performs related work as required.

Qualifications

- Bachelor's degree from an accredited college or university in public or business administration, criminal justice or related fields.
- Three (3) years of experience in administrative work. Experience in the court system with family/domestic violence issues or comparable agency preferred.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of Odyssey and Criminal Justice Information System (CJIS).
- Working knowledge of laws, court rules, procedures, policies and legal documents pertaining to the court of assignment.
- Knowledge of the organization, operation, function, and jurisdiction of the court of assignment.
- Knowledge of the calendaring procedures in the court of assignment.
- Knowledge of modern office practices and procedures, and ability to operate personal computers and other standard office equipment accurately and rapidly.
- Knowledge of personal computer software – Microsoft Outlook, Word and Excel.
- Ability to communicate effectively in writing and orally. Knowledge of and ability to use correct English grammar, spelling, and punctuation.
- Ability to understand and follow oral and written instructions.
- Ability to make work decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to accurately maintain a variety of complex records.
- Knowledge of and ability to perform basic mathematical operations and simple statistics.
- Ability to manage multiple assignments, including short and long range projects.
- Ability to establish and maintain effective working relationships with the judiciary, court administration personnel, and other private and public agency staff.
- Ability to work with minimal supervision, recognize and establish work priorities, and meet deadlines.
- Ability to handle sensitive matters with integrity and confidentiality, including the ability to work effectively with the public and handle individuals who are under stress with courtesy, tact and patience.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

- Moderate noise; business office setting.

Physical Demands:

- Work involves a significant amount of standing, walking, sitting, talking, listening balancing, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Agency

Eleventh Judicial Circuit of Florida

Address

175 NW 1st Avenue
Suite 2400
Miami, Florida, 33128

Phone

(305) 349-7351

Website

<https://www.jud11.flcourts.org>

Administrative Assistant III (Domestic Violence Calendar Coordinator) - DV Court Operations Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree?

- Yes
 No

*QUESTION 2

Do you have any experience working in the court system or a comparable agency?

- Yes
 No

*QUESTION 3

How many years of experience do you have working with Domestic Relations and/or Domestic Violence cases?

- No Experience
 1 Year
 2 Years
 3 Years
 4 Years
 5 or more years

*QUESTION 4

Do you have experience working with Odyssey Case Management Systems?

- Yes
 No

*QUESTION 5

How many years of experience do you have working with Odyssey?

- No experience
 1 year
 2 years
 3 years
 4 years
 5 or more years

*QUESTION 6

Do you have experience with creating and managing schedules for multiple employees?

- Yes
 No

*QUESTION 7

Are you currently employed by the Eleventh Judicial Circuit of Florida?

- Yes
 No

***QUESTION 8**

How did you learn about this vacancy?

- Eleventh Judicial Circuit Website
- Office of the State Courts Administration Website
- National Center for State Courts
- College/University
- Law School
- The Florida Bar Career Center
- Indeed
- Twitter
- Job Fair
- Professional Association Website
- LinkedIn
- Other

* Required Question