



Brandon Patty
St. Johns County Clerk of the Circuit Court and Comptroller
Dedicated to Excellence. Committed to Improvement. Serving with Kindness.
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JOB OPENING

Executive Assistant

Salary: 40,790.48 – 61,185.72

JOB SUMMARY

This position provides executive-level management of administrative support for the Clerk of Circuit Court.

MAJOR DUTIES

- Receives visitors, fields phone calls, takes requests for meetings and coordinates various aspects of interdepartmental communication as necessary.
- Maintains an appointment calendar for the Clerk of the Circuit Court, using judgment to determine which appointments should be expedited or rescheduled, ultimately providing for optimal use of the Clerk's time, and allowing the Clerk adequate preparation and travel time.
- Ensure the Clerk of the Circuit Court is equipped for meetings by preparing meeting materials in collaboration with the staff, or with outside agencies prior to meeting or travel.
- Monitors State-level Clerk of Court organizations for relevant information concerning participation in conferences, conference calls and pertinent matters concerning the office.
- Produces official correspondence in the forms of letters and e-mails.
- Determines the priority and routes of incoming correspondence and requests and refers matters as appropriate.
- Exchanges information on behalf of the Clerk of the Circuit Court with peers, staff and outside agencies, assuring information is communicated in a professional and timely manner.
- Performs administrative duties in support of office operations; schedules conference room; maintains contracts and agreements; files correspondence; and plans office wide events.
- Coordinates with other executive and support staff to ensure a high-performing work environment.
- Coordinates all travel arrangements for department staff.
- Occasional meeting attendance for the purpose of taking detailed notes.
- Affirms affidavits of foreign residency and identification letters for constituents as needed.
- Receives and processes summons and foreclosure documents for Clerk of Circuit Court and distributes to appropriate office.
- Tracks years of services and retirement dates for employees; orders longevity service awards.
- Notarizes documents.

- Involved in day-to-day decision making and short- and long-range planning.

KNOWLEDGE REQUIRED BY THE POSITION

- Skill in the analysis of problems and the development and implementation of solutions.
- Highly skilled in oral and written communications with the ability to be clear and concise.
- Highly skilled in interpersonal skills.
- Must have excellent organizational skills with an ability to think proactively and prioritize work.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Advanced in using different computer programs and technologies, especially Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Knowledge of customer service principles and practices.
- Knowledge of department travel policies.

SUPERVISORY CONTROLS

The Clerk of the Circuit Court assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include notary rules and guidelines and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- In many cases, this position may handle sensitive information and the executive assistant must exercise restraint and tact.
- Consistently demonstrates success remaining flexible in fast-paced work environments while maintaining high standards under pressure, including capacity to set priorities, work tight deadlines, and multitask. Must be resourceful and adaptable to handle varied tasks.
- The purpose of this position is to provide administrative support for the operations of the Clerk of Courts Office. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Professionalism is a must when dealing with internal and external contacts. Contacts are typically with co-workers, other county employees, elected and appointed officials, court employees, attorneys, vendors, judges and their assistants, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Responsible for the supervision and oversight of any special projects as assigned by the Clerk.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with an associate's degree.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the experience for three to five years.

PREFERRED QUALIFICATIONS

- Previous experience in the public sector or government relations.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with an bachelor's degree.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for five to seven years.

APPLICATION INSTRUCTIONS:

Original position opening is posted on the bulletin board located in the main hallway of the Courthouse. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office. Drug Free Workplace and Equal Opportunity Employer.

CLOSING DATE & TIME:

OPEN UNTIL FILLED

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an "at-will" employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.