



**HERNANDO COUNTY, FLORIDA BOCC
invites applications for the position of:**

Program Assistant

SALARY: \$13.43 - \$21.75 Hourly

DEPARTMENT: Court Services

**OPENING
DATE:** 03/02/23

**CLOSING
DATE:** 03/17/23 11:59 PM

DESCRIPTION:

The essential function of the position within the organization is to provide assistance to treatment court programs, Youth Court and Court Administration as needed. The position is responsible for processing deposits, performing clerical tasks, data entry, and providing customer service. The position works under the general supervision supervision of the Treatment Courts Supervisor and Court Operations Manager.

EXAMPLES OF DUTIES:

- Assists supervisor with maintaining, requesting and auditing assigned budgets. Serves as backup for processing invoices and purchase orders for Court Administration. Advises supervisor of problems and resolves minor issues as appropriate.
- Assists with creating dockets, maintains calendar, calls parties involved to coordinate schedule, and sends out appointments letters.
- Answers telephones and greets visitors; provides information, directs persons to proper personnel/department, or takes and disburses messages.
- Responsible for processing mail and distributing as needed.
- Interacts with Judges, Courts System personnel, attorneys, outside agencies and the public to facilitate task completion.
- Maintains an inventory of supplies, books, subscriptions and equipment for the department.
- Develops and updates databases and other programs to improve efficiency in data collection; provides training on programs.
- Provides assistance to Teen Court participants; provides assistance to Teen Court judges with necessary forms and orders, processing related correspondence and maintaining files, and providing case management in conjunction with prior grant funding requirements.
- Other related duties as assigned.
- Regular attendance.

TYPICAL QUALIFICATIONS:

Minimum Qualifications

- Two years of college or vocational school education in office skills, paralegal or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Two years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Licenses, Certifications or Registrations

Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

Special Requirements

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

Required Competencies

- Prior juvenile justice, juvenile diversion or juvenile probation experience preferred.
- Ability and skill to tactfully deal with various governmental organizations, as well as the general public.
- Must be able to communicate effectively both orally and in writing.
- Must be able to work independently and available to work some evenings.
- Knowledge of Microsoft Office Suite Products.
- Decision making skills; decision regarding what needs to be done involve the synthesis of data from multiple technical disciplines.
- This level requires creativity as it relates to addressing problems that impact multiple departments and/or require knowledge of multiple disciplines.

Data Responsibility

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations. Collects, classifies, copies, enters, posts and formats data or information.

People Responsibility

Refers to individuals who have contact with or are influenced by the position. Speaks with or signals to people, attends to their requests and conveys or exchanges information.

Assets Responsibility

Refers to the responsibility for achieving economies or preventing loss within the organization. Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols. Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percent's.

Communication Requirements

Involves the ability to read, write, and speak. Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

SUPPLEMENTAL INFORMATION:

Pay Grade: 207

FLSA: Non-Exempt

Bargaining Unit: Teamsters Local 79

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.hernandocounty.us/home>

Position #13949
PROGRAM ASSISTANT
KD

15470 Flight Path Drive
Brooksville, FL 34604
(352) 754-4817

kdale@co.hernando.fl.us

Program Assistant Supplemental Questionnaire

- * 1. Do you have two years of college or vocational school education in office skills, paralegal, or a closely related field?
 Yes No

- * 2. Do you have two years of related experience in this type of field?
 Yes No

- * 3. Do you have prior juvenile justice, juvenile diversion, or juvenile probation experience (preferred)?
 Yes No

- * 4. Do you have the ability and skill to tactfully deal with various governmental organizations, as well as the general public?
 Yes No

- * 5. Are you able to work independently and are you available to work some evenings?
 Yes No

- * 6. Are you able to communicate effectively both orally and in writing?
 Yes No

- * 7. Which of the following describes your highest level of Microsoft office (Microsoft word, Excel, Powerpoint) proficiency?
 Basic
 Intermediate

Advanced

I do not have enough skills to meet the definition of Basic

* 8. Do you possess a valid Florida Driver's License in good standing?

Yes

No

* Required Question