



Hernando County, Florida BOCC Program Assistant

SALARY	\$16.12 - \$20.96 Hourly \$1,289.60 - \$1,676.80 Biweekly \$33,529.60 - \$43,596.80 Annually	LOCATION	Brooksville, FL
JOB TYPE	Full-Time	JOB NUMBER	14301
DEPARTMENT	Court Services	DIVISION	YOUTH COURT
OPENING DATE	07/15/2025	CLOSING DATE	7/29/2025 11:59 PM Eastern
FLSA	Non-Exempt	BARGAINING UNIT	N/A

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 of the Treatment Courts Supervisor and Court Operations Manager.

Examples of Duties

The following statements describe the principal functions of this job and its scope of responsibility but shall not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

- 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 appointment's letters.
- Answers telephone 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.

Emergency Response

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.

Typical Qualifications

Minimum Qualifications

- Education: 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.
- Experience: 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.

A combination of education, training and experience may be substituted at the County's discretion.

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 originals 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 percentages.

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

Physical Demands

- While performing the duties of this job, the employee is required to
 - sit, stand, walk, bend, talk and hear
 - handle repetitive motion
 - access file cabinets for filing and retrieval of data
- Work is sedentary and exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects is required.

Environmental Conditions

- Work is performed primarily in an office environment working closely with others in occasional noisy office conditions, including computer and printer noises.

Equipment Used

Uses pc computer monitor, keyboard and printer, copy machine.

Grade: 2

*****Veterans Preference Position, must be minimally qualified*****

Hernando County Board of County Commissioners (BOCC) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristic as defined by law.

Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.

Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to the BOCC in advance to allow sufficient time to provide an accommodation.

Benefits

Join our team!

Our benefits are designed to enhance your work and life balance, as well as the community we serve.

Hernando County offers a comprehensive benefits package to eligible employees including health care, dental, vision, Florida Retirement System (FRS), voluntary deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and paid time off plans.

To learn more details, visit our benefits page: <https://www.hernandocounty.us/departments/departments-f-m/human-resources/benefits>

Employer

Hernando County, Florida BOCC

Address

15470 Flight Path Drive

Brooksville, Florida, 34604

Phone

3527544013

3527544013

Website

<https://www.hernandocounty.us/home>

Program Assistant Supplemental Questionnaire

*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

*QUESTION 2

How many total years of related experience do you have in this field?

*QUESTION 3

Do you have prior juvenile justice, juvenile diversion, or juvenile probation experience (preferred)?

*QUESTION 4

Do you have the ability and skill to tactfully deal with various governmental organizations, as well as the general public?

*QUESTION 5

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

*QUESTION 6

Are you able to work independently and are you available to work some evenings?

*QUESTION 7

Are you able to communicate effectively both orally and in writing?

*QUESTION 8

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

* Required Question