

Judicial Assistant position is available for a Circuit Court Judge in Miami Dade County, Family Division, located at the Lawson E. Thomas Courthouse.

The ideal candidate must have the ability to: work well within a team environment; handle sensitive and confidential matters. Examples of daily duties include maintaining the Judge's calendars; typing, processing electronically filed documents; coordinating hearings and conferences; telephone and email communications with attorneys and/or staff members, and/or litigants; working closely with other courthouse personnel. Samples of Software used include Word, Outlook, Microsoft Office 365, Zoom.

The State of Florida benefits package include :

- a) Florida Retirement System with Pension Plan after 8 years or Investment Plan after 1 year.
- b) Qualified Employer for Public Service Loan Forgiveness.
- b) Health Insurance Package with medical, Dental and visual.
- d) Paid Vacations.
- e) Annual and Sick Leave Accrue every Month.

Resume and cover letters may be e-mailed to sruizcohen@jud11.flcourts.org. If you have any questions, please feel free to contact Betty Rodriguez at berodrig@fiu.edu.