

Sixth Judicial Circuit of Florida

Pasco and Pinellas Counties
Administrative Office of the Courts
Human Resources Department
Tel: 727-453-7165
Email: careers@jud6.org
14250 49th St. North, Suite J1500
Clearwater, FL 33762

Employment Opportunity

Judicial Assistant- Circuit Court

Position Number: 1213

Location: West Pasco Government Center
7530 Little Rd. New Port Richey, FL 34654

Position Available as of: October 12, 2026

Application Deadline: Friday, October 2, 2026, at 5:00 PM

Annual Salary: \$ 47,746.68

[State Benefits Packet](#)

Description of Work

The essential function of the position within the organization is to provide responsible administrative, secretarial, and clerical support to the assigned circuit court judge's office. The position is responsible for administrative, secretarial, and clerical tasks of high responsibility. The position works independently under general supervision according to some procedures, developing work methods and sequences.

**** This position will be initially located in St. Petersburg Judicial Building from October 12, 2026, through December 31, 2026, and will transition to West Pasco Government Center thereafter.****

Education, Experience, Licenses, Certifications, and Registrations

- Graduation from a standard high school, or possession of a G.E.D., and three years of experience as a legal secretary, paralegal assistant, or administrative employee in the justice system
- Experience in Clericus/JAWS is preferred.

Knowledge, Skills, and Abilities

- Knowledge of trial court rules and procedures.
- Skilled in maintaining a high level of professional and ethical demeanor and able to handle frequent contact with people involved in litigation and able to manage stressful situations.
- Ability to interact with judges, clerks of court, litigants, attorneys, law enforcement personnel, bailiffs, social services, witnesses, and the general public to exchange information or to facilitate task completion.
- Ability to perform routine clerical tasks such as processing incoming mail, performing data entry, ordering office supplies, maintaining files/records, faxing, or photocopying. Prepares and maintains the judge's court and professional calendar; schedules motions, hearings, conferences, and trials at the request of the judge. Prepares and distributes orders as directed by the judge; assists the judge in preparing a calendar several months in advance. Reviews case files for accuracy, format compliance, and completeness prior to submitting files to the judge; ensures presence of all required files; maintains trial dockets, continuances, and trial orders.

How to Apply

All applications must be emailed to careers@jud6.org or by fax at 727-453-7166 and must include a cover letter and resume. The Sixth Circuit application can be downloaded from the Sixth Circuit website.

Incomplete applications may not be considered.

ADA Accommodation

If you require accommodation to participate in the application/selection process, please call the ADA Coordinator at (727) 464-7110. The successful applicant will be required to undergo a criminal background check. The Sixth Judicial Circuit of Florida is an Equal Opportunity Employer.