



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: November 19, 2018

Priority Cut-Off Date: December 7, 2018

POSITION TITLE: Secretary Specialist
MINIMUM SALARY: \$1,932.52/mo.

DEPARTMENT: Mediation & Diversion Services
PAY GRADE: 09 **POSITION#** 10533

SUMMARY: Perform a variety of advanced clerical tasks, including but not limited to maintenance of file systems, logging and recording case files, typing and compiling information.

MINIMUM QUALIFICATIONS: High school diploma and one year of college or vocational education in office skills, computer operation or a closely related field and one year of related experience. **Substitution:** Court or legal experience may substitute for college or vocational school.

ESSENTIAL DUTIES: Enter case data to generate documents subsequent to mediated agreements. Forward original agreements to judges for review and signature. Cover the reception desk on a rotating basis to maintain cohesive coverage at all times. Greet and screen the public, attorneys and mediators.

Print a daily docket to assist with the appearance of parties, attorneys and mediators for daily mediation conferences. Prepare mediators for scheduled events. Collect mediation fees, prepare receipt and record mediation fees.

Receive, sort and route documents. Review, research and edit documents. Review case records. Terminate mediated cases. Refer self-represented litigants to case managers, Office of Social Investigation, etc. Answer phones and provide telephonic customer service.

Prepare manuals/documents per the request of the department director.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and ability to use Microsoft Word. Knowledge of the rules of English grammar, spelling and punctuation. Ability to communicate clearly. Ability to be patient and interact effectively with the public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to plan and establish priorities for work assignments. Incumbent must be professional in all regards.

TO APPLY: Submit 1) resume with salary history, 2) cover letter, 3) three professional or academic references and 4) current State of Florida application (located at www.fljud13.org) via email to cprs@fljud13.org.

APPLICATION PACKETS MUST INCLUDE THE 4 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.