



# Administrative Office of the Courts

## *JOB OPPORTUNITY BULLETIN*

STATE-FUNDED POSITION

Posting Date: February 6, 2019

Priority Cut-off Date: February 18, 2019

**POSITION TITLE:** Administrative Secretary II  
**ANNUAL SALARY:** \$30,320.04

**DEPARTMENT:** General Magistrates  
**PAY GRADE:** 16 **POSITION#** 10526

**SUMMARY:** Perform a variety of secretarial and administrative functions, sometimes of a confidential nature, for a General Magistrate serving in both the Guardianship/Mental Health and Family Law Divisions.

**MINIMUM QUALIFICATIONS:** Associates degree and two years of experience in business administration, paralegal, secretarial skills or a closely related field. **Substitution:** Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

**ESSENTIAL DUTIES:** Maintain filing and calendaring systems in both Guardianship/Mental Health and Family Law for the General Magistrate.

Answer and direct phone calls. Open, sort and distribute mail.

Schedule hearings and meetings.

Prepare and store dockets.

Type correspondence, memoranda and other documents. Prepare travel requests and submit for approval and follow up of same.

Assist with typing and distribution of General Magistrate reports.

Sort and distribute recommended orders among the Guardianship/Mental Health and Family Law Judges for their respective signatures.

Order and maintain court files. Coordinate special court reporter when needed.

Order office supplies. Maintain a supply of forms.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and ability to use word processing applications. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to communicate clearly and effectively. Ability to interact effectively with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to work independently. Ability to establish work priorities. Incumbent must be professional in all regards.

**BENEFITS PACKAGE:** Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses, 457 Tax Deferred Retirement Plan.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [cprs@fljud13.org](mailto:cprs@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 3 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. Request for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.