



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Part-Time

Posting Date: August 23, 2017

Priority Cut-off Date: September 18, 2017

POSITION TITLE: Administrative Secretary I

DEPARTMENT: Child Support Enforcement

MINIMUM SALARY: \$1,181.22/mo*

PAY GRADE: 14 POSITION# 010218

SUMMARY: Perform a variety of secretarial and administrative duties of a confidential nature for the Child Support Hearing Officer.

MINIMUM QUALIFICATIONS: Associate's degree and one year of experience in business administration, paralegal, secretarial or a closely related field. **Substitution:** Related work experience may substitute for the required education on a year-for-year basis.

ESSENTIAL DUTIES: Answer and direct phone calls. Communicate with pro se litigants regarding court procedures. Open, sort and distribute mail.

Handle the coordination and scheduling of Title IV-D child support establishment, enforcement and modification cases.

Maintain the Hearing Officer's court calendar.

Request court files from the Clerk of Court's Office.

Request and schedule interpreters for hearings.

Sort and distribute recommended orders to the Uniform Family Court Judge for signature. Submit original orders to the Clerk of Court and scan/send executed orders to attorneys and parties.

Compile monthly hearing data, prepare and submit child support hearing officer monthly Uniform Data Reporting to the Administrative Office of the Courts.

Prepare correspondence, memoranda, travel requests, etc. for submission and approval.

Maintain Hearing Officer dockets, notes and recusal list.

Order office supplies.

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 establish work priorities. Ability to work independently. 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](http://www.fljud13.org) (located only at www.fljud13.org) in (1) PDF file via email to 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. If you need an accommodation to participate in the application/selection process, please call (813) 272-6330.

* The successful candidate will be hired at the minimum salary.