



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: 9/7/2018

Priority Cut-off Date: 9/22/2018

POSITION TITLE: Administrative Secretary II
MINIMUM SALARY: \$2,526.67mo.

DEPARTMENT: General Magistrates
PAY GRADE: 16 **POSITION#** 10523

SUMMARY: Perform a variety of secretarial and administrative functions, sometimes of a confidential nature, for a General Magistrate in the Family Law Division.

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

Maintain file system and calendar system for the General Magistrate.

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.

Order and maintain court files.

Type and distribute reports.

Sort and distribute orders among Family Law Judges for their respective signatures.

Coordinate special court reporter when needed.

Maintain a supply of forms.

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 work independently. Ability to establish work priorities. Incumbent must be professional in all regards.

REQUIRED DOCUMENTATION AT THE TIME OF APPLICATION: If education is the basis for meeting the qualifications, a copy of official documentation may be required.

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

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 accommodation to participate in the application/selection process, please call (813) 272-6330.