



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: June 5, 2018

Priority Cut-off Date: June 15, 2018

POSITION TITLE: Administrative Secretary I
MINIMUM SALARY: \$2,362.43

DEPARTMENT: Court Interpreter Center
PAY GRADE: 14 **POSITION#** 003089

SUMMARY: Performs and provides administrative support duties in the Court Interpreter Center.

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

PREFERRED QUALIFICATIONS: Bilingual skills are highly preferred with an emphasis on Spanish.

ESSENTIAL DUTIES: Answer office phones, maintain office files, open, sort and distribute mail and order office supplies.

Handle the scheduling, coordination and assignment of daily court interpreting coverage assignments for all staff and freelance contractual interpreters.

Prepare, maintain and distribute staff and freelance contractual interpreter daily coverage assignment log.

Coordinate and calendar all future staff and freelance contractual interpreter coverage assignments utilizing the court's computer software system.

Monitor and update the monthly staff and contractual freelance interpreter assignment calendar, including all remote interpreting and jail coverage assignments.

Assist the Court Interpreter Center Manager in the review and submission of freelance contractual interpreters monthly Uniform Court Interpreter Invoices to the Administrative Office of the Courts, Court Operations.

Compile monthly staff and freelance contractual interpreter court hearing data.

Assist in the preparation, review and submission of staff and contractual freelance interpreters monthly Uniform Data Reporting to the Administrative Office of the Courts, Court Operations.

Prepare general correspondence, reports and any other documents as required.

Assist in the preparation of staff travel authorization requests for submission and approval.

Distribute and provide information regarding the process and rules for certification and regulation of foreign language interpreters.

Perform other duties as required.

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 judiciary, judicial assistants, court personnel, law enforcement, community justice partners and general public. Ability to multi-task, 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](#) (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 start at the minimum salary on after September 1, 2018.