



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION  
*Priority Cut-Off Extended*

Posting Date: December 04, 2017

Priority Cut-Off Date: December 8, 2017

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

**DEPARTMENT:** General Magistrates  
**PAY GRADE:** 16 **POSITION#** 011093

**SUMMARY:** Performs a variety of secretarial and administrative duties of a confidential nature for the General Magistrate in the Family Law Division.

**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 phone calls. Communicate with pro se litigants regarding court procedures. Open and sort mail.

Maintain file and calendar system for the General Magistrate. Order and maintain court files for the General Magistrate.

Schedule hearings and meetings. Prepare and store dockets. Assist with preparation and distribution of reports. Draft correspondence, memoranda and other documents. Prepare and distribute travel documents.

Sort and distribute recommended orders to the Uniform Family Court Judges for signature.

Order office supplies. Maintain forms.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and ability to use Microsoft Word. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to compose, proofread, and edit correspondence and reports. Ability to communicate clearly and effectively. 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 establish work priorities. Ability to work independently. Incumbent must be professional in all regards.

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

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