



# Administrative Office of the Courts

## *JOB OPPORTUNITY BULLETIN*

COUNTY-FUNDED POSITION

Posting Date: September 13, 2018

Priority Cut-off Date: October 4, 2018

**POSITION TITLE:** Multi-Trades Worker II

**MINIMUM SALARY:** \$ 2,500.00/ mo.

**DEPARTMENT:** Court Facilities Management

**PAY GRADE:** 13 **POSITION #:** 000040

**SUMMARY:** Perform general court complex maintenance duties in downtown Tampa as well as Plant City. Duties include, but are not limited to, drywall hanging and finishing, basic wall framing, moving furniture, painting, interior clean up and event set-up. Perform customer service duties; deliver, sort, collect & receive mail and court related documents; etc.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a GED certificate, three years of experience as a skilled trades worker and possession of a valid Driver's License.

**ESSENTIAL DUTIES:** Assist with light construction projects to include wall framing, drywall installation and finishing and painting. Perform routine repairs on furniture and equipment using hand and power tools.

Set up and breakdown tables, chairs and other items needed for the many events held at the court locations.

Assist in judicial and court administration employee relocations.

Conduct routine and project-specific inspections to determine repair and maintenance work necessary.

Responsible for orderly appearance and organization of storage facilities surrounding mail station, to include sweeping the receiving dock area, as necessary.

Receive, sort and distribute mail, parcels and other materials according to delivery routes and schedules. Perform emergency deliveries among the various court locations.

Maintain and stock supplies for courthouse mailroom.

Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of procedures and techniques used in two or more construction trades. Basic knowledge of safety procedures and safety equipment. Knowledge of general office policies, practices and procedures. Strong customer service skills. Ability to use good judgment. Knowledge of security procedures associated with handling the mail and sensitive information. Ability and willingness to perform work under varied and demanding environments and conditions. Ability to lift and carry up to fifty pounds. Skill in the use of hand and electrical tools and equipment used in building and construction. Ability to follow oral and written instructions. Ability to work effectively with others. Ability to prioritize work. 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.