



Administrative Office of the Courts

JOB CAREER OPPORTUNITY

STATE-FUNDED POSITION

Part-Time 20 hrs./week

Posting Date: April 23, 2025

Closing Date: May 8, 2025

POSITION TITLE: Administrative Assistant I
ANNUAL SALARY: \$18,287.80
FLSA STATUS: Included

DEPARTMENT: Child Support Enforcement
POSITION# 010218

SUMMARY: Performs a variety of administrative duties of a confidential nature for the Child Support Enforcement Hearing Officer.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** One year of work experience in business administration, office skills, or a related field.
- **EDUCATION:** Bachelor degree.

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 and schedule interpreters for hearings.
- Upload recommended orders to JAWS for the Uniform Family Court Judge's signature.
- Compile monthly hearing data, prepare and submit child support hearing officer's 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](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@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. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.