



Administrative Office of the Courts

Career OPPORTUNITY

STATE-FUNDED POSITION

Re-Advertisement

Posting Date: May 9, 2025

Closing Date: May 23, 2025

POSITION TITLE: Administrative Assistant II

MINIMUM SALARY: 39,867.55

FLSA STATUS: Included

DEPARTMENT: Administrative Services

PAY GRADE: POSITION # 003089

NOTE: Previous applicants need not apply.

SUMMARY: Provide support to the Administrative Services Department (Human Resources, Finance/Budget/Procurement, and Resource Development) via event coordination and recognition, record and data maintenance, ADA coordination, and general record keeping. Provide administrative relief and support throughout Administrative Office of the Court (AOC).

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** One and a half years of related experience. Substitution: Additional relevant experience may substitute for the recommended education on a year-for-year basis.
- **EDUCATION:** Associate degree in legal studies, public/business administration, criminology, social work or similar field OR 60 completed semester credits of relevant undergraduate study (90 completed quarter credits of relevant undergraduate study).

ESSENTIAL DUTIES:

- Assist with the coordination of special projects and training events.
- Provide grant management and records retention support.
- Maintain and organize information regarding employee training records and training resources. Announce trainings via email and maintain attendance records.
- Update databases and perform general record keeping.
- Compose correspondence, lists, memoranda, reports, emails, and other documents observing strict confidentiality.
- Provide administrative coverage and support the Administrative Service Departments, and the AOC more broadly, as needed.
- Maintain Administrative Service Department webpages and assist with production of newsletter.
- Establish and maintain files, records, and other departmental systems of responsibility; update databases and other records.
- Provide relief with American with Disability Act (ADA) services and accommodations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled in the use of Microsoft Office products, including Word, Excel and Power Point.
- Ability to work collaboratively within department, other AOC departments and stakeholders.
- Ability to work independently and meet deadlines.
- Ability to organize complex data and information.
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people both in-person and remote environments.
- Ability to exercise discretion in handling sensitive information.
- 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, Florida Retirement System (FRS) eligibility , and 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.