



Career Opportunity Bulletin

POSITION TITLE:
Administrative Assistant II

DEPARTMENT:
Administrative Services

ANNUAL SALARY:
\$40,867.56

POSITION:
003089

FLSA STATUS:
Included

PAY GRADE:
27

POSTING DATE: April 28, 2026

CLOSING DATE: May 12, 2026

STATE-FUNDED POSITION

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, Internship coordination and general record keeping. Responsible for the management of on-line personnel files. Process Thirteenth Circuit criminal background checks. Provide administrative relief and support throughout Administrative Office of the Court (AOC).

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Two years of related experience.
- **EDUCATION:** Bachelor degree in legal studies, public/business administration, criminology, social work or similar field.
- **SUBSTITUTIONS:** Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Additional relevant education may substitute for the recommended experience on a year for-year basis.

ESSENTIAL DUTIES:

- Assist with the coordination of special projects and training events.
- Coordinate the Internship program for Judges which includes onboarding and offboarding, processing background checks and coordinating security badges. Also, processing background checks for Court Programs.
- Travel coordination to include payment of registration fees with a State P-Card, assist staff with travel documents through STMS (State Travel Management System).
- 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 Americans 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, 457 Tax Deferred Retirement Plan.

**TO APPLY
SUBMIT THE
FOLLOWING:**

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.

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.