



Administrative Office of the Courts *JOB OPPORTUNITY BULLETIN*

STATE-FUNDED POSITION

Posting Date: December 1, 2022

Priority Cut-off Date: Until Filled

POSITION TITLE: Administrative Assistant II
ANNUAL SALARY: \$36,863.10

DEPARTMENT: General Magistrates
PAY GRADE: 27 **POSITION#** 10526

SUMMARY: Perform a variety of secretarial and administrative functions, sometimes of a confidential nature, for a General Magistrate serving in both the Guardianship/Mental Health and Family Law Divisions.

MINIMUM QUALIFICATIONS: Bachelor's degree and two years of experience in business administration, paralegal, administrative office skills or a closely related field. **Substitution:** Related work experience may substitute for the required education on a year-for-year basis.

ESSENTIAL DUTIES: Maintain filing and calendaring systems in both Guardianship/Mental Health and Family Law for the General Magistrate.

Answer and direct phone calls. Open, sort and distribute mail.

Handle the coordination and scheduling hearings and meetings.

Prepare and store dockets.

Prepare correspondence, memoranda, travel requests, etc. for submission and approval.

Assist with the preparation and distribution of General Magistrate reports.

Upload recommended orders to JAWS for the Guardianship/Mental Health and Family Law Judges signature.

Order and maintain court files. Coordinate special court reporter when needed.

Order office supplies. Maintain a supply of forms.

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 work independently. Ability to establish work priorities. 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. Request for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.

*** The successful candidate will start at the State annual minimum.**