

Administrative Offices of the Court Nineteenth Judicial Circuit Court

JOB ANNOUNCEMENT

ADMINISTRATIVE SECRETARY II

Location: Indian River County Courthouse, 200 16th Ave, Vero Beach, FL 32960

Salary: \$2,526.67 monthly plus benefits; State Pay Grade 016

Candidate will be hired at the minimum salary for the position

Job Description:

The essential function of this position within The Florida State Courts System is to provide organizational, secretarial and administrative support to the General Magistrate in the Unified Family Court. The position is responsible for office tasks of high responsibility and requires knowledge of Word, Excel, and Outlook.

Examples of Work Performed:

- Composes correspondence, lists, memoranda, reports, e-mails, and other documents observing strict confidentiality; organizes papers for filing.
- Prepares documents for the General Magistrate, including orders and reports, and keeps him/her apprised of appointments and meetings.
- Provides case information to pro se litigants and attorneys; coordinates court hearings.
- Coordinates Magistrate's calendar for hearings and trials, contacts interested parties, prepares orders and answers telephone calls regarding hearings.
- Attends staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Minimum Training and Experience Required:

Graduation from an accredited university with an associate's degree and two years of clerical experience preferred. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Submit State of Florida Application and Resume to:

HR@circuit19.org

Application Deadline:

June 19, 2018

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)