



## Nineteenth Judicial Circuit of Florida

Serving Indian River, Martin, Okeechobee, and St Lucie Counties

### Administrative Office of the Courts

## JOB ANNOUNCEMENT

**POSITION:** Administrative Assistant II – Electronic Court Reporting Manager  
Position Number 010812

**LOCATION:** St. Lucie County Courthouse, Fort Pierce, FL  
Position also travels to other locations within the judicial circuit.

**SALARY:** \$38,706.23 annually  
Full-Time, Benefits Package, Retirement

**EFFECTIVE DATE:** Immediately

### General Description

The essential function of the position within the organization is to provide advanced administrative, organizational, fiscal, coordinating, and clerical support. The position is responsible for administrative and clerical/office tasks of moderate responsibility. Provides administrative and fiscal support to the Electronic Court Reporting Manager and other court staff as needed. Collects, processes, and assigns transcript requests. Ensures delivery and timely filing of transcripts in accordance with established guidelines and procedures. Documents information for audio/video disc production.

### Education and Experience Requirements

Education - Bachelor's degree. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience - Two years of work experience in business administration, office skills, or related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis. Must possess valid Florida driver's license.

### How to Apply

Applicants should email **complete** application package of the following materials to [HR@circuit19.org](mailto:HR@circuit19.org)

1. Cover letter and resume
2. State of Florida Application - visit [www.circuit19.org/about-courts/employment-opportunities](http://www.circuit19.org/about-courts/employment-opportunities) to download the application.

**Application Deadline: Friday, November 3, 2023**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Office at (772) 807-4370 (option 6)**