



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB ANNOUNCEMENT

POSITION: Part-Time Administrative Assistant I to the Child Support Hearing Officer
Position # 010453

LOCATION: St. Lucie County Annex Courthouse, Port St. Lucie, FL
Position also travels to other locations within the judicial circuit.

SALARY: \$16,909.68
Benefits Package available

General Description

This position provides broad administrative, organizational, and clerical support to the Child Support Hearing Officer, and is responsible for administrative and clerical/office tasks of responsibility. The position works under general supervision of the Hearing Officer, independently developing work methods and sequences.

Education and Experience Required

Bachelor's degree. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Must possess valid Florida driver's license. One year 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.

How to Apply

Interested internal applicants should electronically submit a complete application package of the following materials to HRcircuit@circuit19.org:

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application. **Application Deadline: Open until filled.**

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 Department at (772) 807-4370 (option 6)