



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB ANNOUNCEMENT

July 2, 2024

POSITION: Administrative Assistant II – Magistrate; Family Court Division
Position Number 011110

LOCATION: Indian River Courthouse, Vero Beach, Florida
Position also travels to other locations within the Judicial Circuit.

SALARY: \$39,867.55 annually
Full-Time; Benefits Package Available; FRS Retirement

EFFECTIVE DATE: Immediately

General Description

The essential function of the position 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 support to the Circuit's General Magistrate within the Family Court Division. The position works under general supervision independently developing work methods and sequences.

Education, Experience, Certifications and Special 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.

Certification and Special Requirements –Valid Florida State Driver's License required.

How to Apply

Applicants should email a **complete** application package of the following materials to HR@circuit19.org

1. Cover Letter
2. Resume
3. State of Florida Application - visit www.circuit19.org/about-courts/employment-opportunities

Deadline to apply: July 31, 2024

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)