



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts **JOB ANNOUNCEMENT**

Date: September 22, 2021

Closing Date: Open Until Filled

Position Number: 22011110

Position Title: Administrative Assistant II

Salary: \$2,915.09/monthly

*Benefits Package Available

*Spanish or Creole Language Fluency is a Plus

General Description

The essential function of the position within the organization is to provide organizational, secretarial and administrative support for a State Courts System Magistrate. The position is responsible for office tasks of high responsibility and independently develops work methods and sequences. The position works under general supervision.

Examples of Work Performed

Screens telephone calls and visitors to the department; provides information, resolves issues, directs caller/visitor to proper personnel, or takes messages.

Composes and types correspondence, lists, memoranda, reports, e-mails, and other documents observing strict confidentiality; organizes papers for filing; prepares compensation and travel vouchers.

Prepares documents for supervisor, including orders and reports, and keeps him/her apprised of appointments and meetings; prepares calendar for supervisor.

Prepares travel authorization request forms (TAR) and travel reimbursement forms in accordance with State of Florida and State Courts System policy.

May schedule hearings, including preparing and setting calendar, contacting interested parties, preparing orders and answering telephone calls regarding hearings; coordinates magistrates' schedule for hearings and trials.

Reviews motions for the transfer and consolidation of cases and sets up new incoming cases; cite checking case law on all memoranda; tracks all files in and out of office; pulls prior cases on new files; files all pleadings.

Maintains working relationships with State Court System Personnel, state and local government staff, vendors, and the general public.

May assist managing reporter with clerical duties related to scheduling of reporters for court and assists with office operations when the managing reporter is unavailable due to court responsibilities or leave.

May collect processes and distributes transcript requests, and ensures delivery, filing, maintenance/archiving of same in accordance with established guidelines and procedures. Documents, records and processes incoming correspondence; generates invoices for transcripts and collects fees.

Orders supplies and equipment; obtains bids and prepares purchase requisitions for equipment; audits invoices; maintains equipment and equipment inventory.

Gathers information/data to support periodic and special reports for the area of responsibility. Performs clerical tasks such as reviewing, distributing and responding to incoming mail; performing data entry; maintaining files and records; and faxing or photocopying.

Attends staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Assists in collecting statistical information for use in preparing reports and presentations for the Clerk.

Reviews all closed cases in the court and prepares court's destruction list for case files to be destroyed; annotates the case docket to reflect cases that have been destroyed.

Competencies

Collects, classifies, formats, copies, transcribes, enters and posts data or information and computes or performs arithmetic operations.

Follows instructions and orders of supervisor; provides assistance to people to achieve task completion; serves others such as customers, attends to their requests and

exchanges information with them; may instruct or assign duties to coworkers.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or spreadsheets.

Minimum Job Qualifications

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

One year of experience in business administration, paralegal, secretarial skills or a closely related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

How to Apply

All information must be submitted through Email to sanchezj@circuit19.org

This includes a cover letter, resume, a current and complete State of Florida Employment Application.

For additional information, please contact Jessica Sanchez at (772) 807- 4371.

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)