



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts JOB ANNOUNCEMENT

Location: Fort Pierce. Position also travels to other locations within the judicial circuit.

ADMINISTRATIVE ASSISTANT II OPS - Temporary through June 2022; however, funding is requested to continue the position through June 2023. This issue is currently pending before the Florida Legislature.

Location: 218 S. 2nd Street, Ft. Pierce, FL 34950

Salary: \$16.80 hourly

General Description

The essential function of the position within the organization is to provide organizational, secretarial and administrative support for the Nineteenth Judicial Circuit's General Magistrate position within the Family Court Division. The position provides advanced administrative, fiscal, coordinating, and clerical support. The position works under general supervision of the General Magistrate.

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 documents for supervisor, including orders and reports, and keeps him/her apprised of appointments and meetings; prepares calendar for supervisor.
- Schedules hearings, including preparing and setting calendar, contacting interested parties, preparing orders and answering telephone calls regarding hearings; coordinates magistrate's schedule for hearings and trials.
- Prepares travel vouchers and travel reimbursement forms in accordance with
- State of Florida and State Courts System policy.
- 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.
- Documents, records and processes incoming correspondence.

- Orders supplies and equipment; maintains equipment and equipment inventory.
- Gathers information/data to support periodic and special reports for the area of responsibility.
- Attends staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Special Comments

The successful applicant will be subject to a criminal background check.

Education and Experience Required

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Two years of experience in business administration, office skills or related field.

How to Apply

Submit State of Florida Application and Resume to: HR @ circuit19.org

Application Deadline: February 9, 2022

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)