

VACANCY ANNOUNCEMENT

FOURTEENTH JUDICIAL CIRCUIT



Position: Administrative Secretary I
Position #: 011097
Salary: \$2,318.32 Monthly
Location: Bay County

GENERAL DESCRIPTION

The essential function of the position is to provide organizational, secretarial, and administrative support to the Magistrates of the Fourteenth Judicial Circuit. The position is responsible for office tasks of high responsibility. The position works under general supervision of the two Magistrates.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ▶ Schedules hearings for Family Law, Baker/Marchman Acts, Dependency, and Petitions for Belated Appeals;
- ▶ Prepares calendars and coordinates schedules;
- ▶ Types reports and recommendations, orders, correspondence; and memoranda;
- ▶ Sets up and maintains files, records, and other departmental systems of responsibility;
- ▶ Tracks all files in and out of office;
- ▶ Prepares travel vouchers;
- ▶ Gathers and maintains information/data to support periodic and special reports;
- ▶ Performs clerical tasks such as processing incoming mail, collecting and distributing files, performing data entry, filing, faxing, and photocopying; and
- ▶ Coordinates with various agencies, attorneys' offices, and judges' offices.

EDUCATION

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

EXPERIENCE

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

COMMENTS

- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application, please contact the person at the number indicated below. TTY users may call the contact person through the Florida Relay Service at 1-800-955-8771.

SEND AN ORIGINAL AND FOUR (4) COPIES OF A CURRENT STATE OF FLORIDA APPLICATION AND (5) COPIES OF VERIFICATION OF EDUCATION TO:

Robyn H. Gable
Court Administration
P. O. Box 1089
Panama City, FL 32402-1089

Phone: (850) 747-5338

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Closing Date:
November 25, 2009
5:00 PM