

VACANCY ANNOUNCEMENT

FOURTEENTH JUDICIAL CIRCUIT



Position: Program Assistant - Mediation
Position #: 22011449
Salary: \$2,060.61 Monthly / \$26,121.59 Annually
Location: Bay County

GENERAL DESCRIPTION

The essential function of this position is to provide assistance for the Alternative Dispute Resolution (ADR) Program of the Fourteenth Judicial Circuit. Minimal travel is required. This position works under the direct supervision of the ADR Director.

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 all family and dependency mediations for the ADR Program;
- ▶ Attends dependency court proceedings for scheduling purposes;
- ▶ Collects and maintains ADR statistical data via Microsoft Excel worksheets;
- ▶ Answers incoming calls and maintains all Outlook email accounts for the Program;
- ▶ Maintains and coordinates multiple scheduling calendars for ADR Program;
- ▶ Performs clerical tasks, such as e-filing orders, processing incoming mail, answering correspondence from mediators and litigants; and
- ▶ Provides administrative support to the ADR Program Director.

EDUCATION

Two years of college or vocational school education in office skills, paralegal, or a closely related field is required. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

EXPERIENCE

Two years of related experience is required. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

COMMENTS

- ▶ If you need an accommodation to participate in the application process, please call the contact person at the number below. If you are hearing impaired, please dial 711.
- ▶ A criminal background check is required for employment.

SEND AN ORIGINAL 14TH JUDICIAL CIRCUIT OR STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION BY MAIL OR EMAIL TO:

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

Phone: (850) 747-5370

Website: www.jud14.flcourts.org

Email: HumanResources@jud14.flcourts.org

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**Closing Date:
Open Until Filled**