

VACANCY ANNOUNCEMENT FOURTEENTH JUDICIAL CIRCUIT



Position: Administrative Assistant II
Position #: 011097
Salary: \$2,915.09 monthly
Location: Bay County

GENERAL DESCRIPTION

The essential function of the position is to provide advanced 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 the 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, Foreclosures and Other Civil Matters, and Petitions for Belated Appeals;
- ▶ Prepares calendars, coordinates schedules, and distribute accordingly;
- ▶ Types reports and recommendations, orders, correspondence; and memoranda;
- ▶ Creates and maintains files, records, and other departmental systems of responsibility;
- ▶ 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 file information, performing data entry, scanning, filing, faxing, and photocopying; and
- ▶ Coordinates with various agencies, attorneys' offices, judges' offices, and court staff.

EDUCATION

A Bachelor's degree is required for this position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

EXPERIENCE

Two years of experience is required in business administration, office skills, or related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

KNOWLEDGE, SKILLS, & ABILITIES

The successful candidate should have the ability to work independently, establish work priorities, handle sensitive information with integrity and confidentiality, communicate clearly and effectively, be organized, have the ability to use office equipment and computer applications, such as word processing, spreadsheets, and email.

COMMENTS

- ▶ The successful applicant will be subject to a criminal background check.
- ▶ Travel may be required and would be reimbursed at the rate designated by the State of Florida.
- ▶ 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 711.

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

Sarah Pearce
Court Administration
P. O. Box 1089
Panama City, FL 32402-1089

HumanResources@jud14.flcourts.org

Website: www.jud14.flcourts.org

Phone: (850) 747-5338

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Closing Date:
December 9, 2020