

VACANCY ANNOUNCEMENT



Position: Administrative Assistant II
Position #: 22010545
Salary: \$3,225.53 Monthly
Location: Bay County

GENERAL DESCRIPTION

The essential function of this position is to provide advanced administrative, fiscal, and clerical support. The position maintains the accounts payable system for State and Bay County expenditures, assists with contract management, and provides administrative support to the Trial Court Administrator. The position works under direct supervision of the Trial Court Administrator.

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.)

- ◆ Audits invoices for accuracy, including travel vouchers;
- ◆ Maintains all expenditures in internal expenditure database so that up-to-date account balances are available; maintains vendor filing system;
- ◆ Provides administrative and fiscal support including, but not limited to purchasing, accounts payable and contract management; assists with reconciling State and County budgets;
- ◆ Set up and maintain files, records, and other departmental systems of responsibility;
- ◆ Collects data and compiles reports on a monthly basis;
- ◆ Performs clerical tasks such as answering the phone, processing incoming mail, data entry, filing, faxing, scanning, and photocopying;
- ◆ Assists with scheduling interpreters and with courtroom space;
- ◆ Develops and maintains databases and spreadsheets for various departmental systems; and
- ◆ Provides staff support to judges, personal staff, and employees.

EDUCATION

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

EXPERIENCE

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

COMMENTS

- ◆ Strong organizational skills and attention to detail are required.
- ◆ The successful applicant will be subject to a criminal background check.
- ◆ If you need an accommodation to participate in the application process, please call the contact person listed below. If you are hearing impaired, please dial 711.

SEND AN ORIGINAL, SIGNED APPLICATION AND VERIFICATION OF EDUCATION, TO:

Doug Williams
Court Administration
P. O. Box 1089
Panama City, FL 32402-1089

Email:
HumanResources@jud14.flcourts.org
Phone: (850) 767-3550
Website: www.jud14.flcourts.org

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***Closing Date:
Open Until Filled***