

VACANCY ANNOUNCEMENT FOURTEENTH JUDICIAL CIRCUIT

**PLEASE NOTE THE FOLLOWING SUPPORT POSITION IS OPS,
(WITHOUT BENEFITS), 20 HRS/WK, FLEXIBLE SCHEDULE**

Position: Administrative Secretary (OPS) County-Funded
Location: Jackson County
Salary: \$13.00/hour

GENERAL DESCRIPTION

The essential function of the position is to provide organizational, secretarial, and administrative support to the Jackson County Civil Traffic Infraction Hearing Officer (CTIHO) and the Magistrate for Family and Civil Law. The position is responsible for office tasks of high responsibility and works under the supervision the Court Operations Consultant. This is a county-funded position working in Court Administration.

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.)

- ▶ Works with the Civil Traffic Hearing Officer (CTIHO) and the county judge, deputy clerks, law enforcement, and litigants to coordinate dockets and schedule hearings for civil traffic infractions;
- ▶ Prepares yearly court calendars for the CTIHO;
- ▶ Types and processes orders, correspondence via mail and email, and memoranda; corresponds with litigants via telephone and email and prepares disposition forms on a daily basis;
- ▶ Gathers information regarding civil traffic tickets and researches driving records;
- ▶ Serves as the liaison for the magistrate and works with the Department of Children and Families, attorneys, local stakeholders, and litigants regarding family law and civil matters;
- ▶ Types reports and recommendations, correspondence, email, and memoranda for the magistrate;
- ▶ E-files and distribute reports and recommendations for the magistrate and tracks timeline for objections; e-files and distribute orders as needed;
- ▶ Performs clerical tasks such as processing incoming mail, creating and maintaining files, performing data entry, typing, filing, faxing, scanning, and photocopying.

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.

COMMENTS

- ▶ The successful applicant must be proficient in Outlook and Word and have basic computer skills accessing information from network folders and the internet. Customer service experience is preferred.
- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application process, please contact the person at the number indicated below. If you are hearing impaired, please dial 711.

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

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

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

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