

VACANCY ANNOUNCEMENT
Fourteenth Judicial Circuit
www.jud14.flcourts.org



Position: **Administrative Assistant,
Bay County Work Program**
Salary: **\$1157.60 Bi-weekly**

GENERAL DESCRIPTION

The essential function of the position is to provide responsible administrative, coordinating, and clerical support. The position is responsible for administrative and clerical tasks of moderate responsibility. The position works under the supervision of the Bay County Work Program 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.)

- ▶ Enrolls and monitors defendants ordered into the Bay County Work Program;
- ▶ Sets up and maintain files, records, and other departmental systems of responsibility;
- ▶ Assists with the preparation of weekly, monthly, and special reports;
- ▶ Performs clerical tasks such as processing incoming mail, collecting and distributing files, performing data entry, filing, faxing, and photocopying;
- ▶ Conducts audit of active files;
- ▶ Maintains database for the Bay County Work Program; and
- ▶ Provides assistance with administrative and clerical duties for the Pre-Trial Release program as needed

EDUCATION

High School Diploma or equivalent diploma.

EXPERIENCE

One year of experience in administrative work or a related field. A comparable amount of training and/or experience may be substituted for the minimum qualifications.

COMMENTS

- ▶ 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. TTY users may call through the Florida Relay Service at 711.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, gender, national origin, genetics, veterans' status, disability, or any other status protected under federal, state, or local law.

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

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

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

Closing Date :
Open Until Filled