

VACANCY ANNOUNCEMENT
Fourteenth Judicial Circuit
www.jud14.flcourts.org
POSITION AVAILABLE 10/2/23



Position: Judicial Staff Assistant I
Position Number: 701
Salary: \$1157.59 Bi-weekly
Location: Bay County

GENERAL DESCRIPTION

This position is a Bay County position supervised by the Trial Court Administrator in the Fourteenth Judicial Circuit. The essential function includes receptionist duties for the County Judges in Bay County. Duties include varied and highly responsible secretarial, clerical, and administrative work within the Circuit Court.

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.)

- ▶ Answers incoming calls and routes to the appropriate personnel;
- ▶ Greets the public and provides appropriate information;
- ▶ Assists with scheduling interpreters for court proceedings;
- ▶ Assists with courtroom scheduling;
- ▶ Assists with ADA accommodations requests;
- ▶ Distributes incoming and outgoing mail and files;
- ▶ Assists judges and judicial assistants as needed, and
- ▶ Assists court administration as needed.

EDUCATION

High School Diploma or equivalent diploma.

EXPERIENCE

Two years experience in responsible secretarial work, preferably in the legal or judicial system. A comparable amount of training and/or experience may substitute for the minimum number of years experience.

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.

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

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Closing Date :
Open Until Filled