



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: July 18, 2024

Closing Date: July 29, 2024

POSITION TITLE: Administrative Assistant II
HOURLY RATE: \$19.17
FLSA STATUS: Included

DEPARTMENT: General Magistrates
PAY GRADE: 27 **POSITION:** # 010525

SUMMARY: Perform a variety of secretarial and administrative functions, sometimes of a confidential nature, for a General Magistrate serving in the Guardianship/Mental Health Law Division.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Two years of work experience in business administration, office skills, or related field.
- **EDUCATION:** Bachelor's degree

ESSENTIAL DUTIES:

- Maintain filing and calendaring systems in Guardianship/Mental Health for the General Magistrate.
- Answer and direct phone calls. Open, sort and distribute mail.
- Schedule hearings and meetings.
- Prepare and store dockets.
- Type correspondence, memoranda and other documents. Prepare travel requests and submit for approval and follow up of same.
- Assist with typing and distribution of General Magistrate reports.
- Upload recommended orders among the Guardianship/Mental Health Judges for signature.
- Review court files and complete checklists to determine readiness for hearing, send informal requests when additional items required, and related follow up.
- Order office supplies. Maintain a supply of forms.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to use word processing applications.
- Knowledge of the rules of English grammar, spelling, and punctuation.
- Ability to communicate clearly and effectively.
- Ability to interact effectively with the general public.
- Ability to maintain confidentiality concerning sensitive information.
- Ability to work under pressure and meet deadlines.
- Ability to work independently.
- Ability to establish work priorities.
- Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, Florida Retirement System (FRS) eligibility, tuition-free college courses, 457 Tax Deferred Retirement Plan.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Request for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.