



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

POSITION TITLE: Administrative Assistant I
STARTING SALARY: \$33,297.93/annually

DEPARTMENT: Court Technology
PAY GRADE: 141 POSITION NUMBER: 22010986

This position will be stationed at the Main Judicial Complex
[205 North Dixie Highway, West Palm Beach, Florida 33401](#)

SUMMARY:

The essential function of the position within the organization is to provide administrative, organizational and clerical support for the Trial Court Technology Officer and Court Technology Department. Responsible for administrative and clerical tasks within Court Administration which includes (but not limited to): assisting court technology personnel, handling telephone calls, facilitating customer service activities, distributing mail, typing and copying documents.

MINIMUM QUALIFICATIONS:

Bachelor's degree and one year of related work experience; additional relevant experience may substitute for college education on a year-for-year basis.

PREFERRED: One year experience in Information Technology related administrative work.

ESSENTIAL DUTIES:

This position provides administrative support for the Trial Court Technology Officer and Court Technology Department. This position is responsible for assisting with day to day operations of the department which includes: preparation of spreadsheets and presentations; compilation of statistical data using Microsoft Office; booking travel arrangements, procurement process and related record keeping; coordination of vendor contacts, contracts, quotes and invoices; composing reports, agendas, correspondence and business letters using proper format; screening phone calls/visitors and providing them information, direction, and resolving issues; assist with planning of training sessions and other programs for court technology personnel; and recording accurate meeting minutes. This position is also responsible for identifying opportunities and improving efficiency and effectiveness of established administrative procedures. This position must establish a working relationship with judges, court personnel, attorneys, law enforcement, social services, witnesses and the general public.

KNOWLEDGE SKILLS AND ABILITIES:

Must be organized, pay close attention to details and possess telephone skills; ability to type 40 w.p.m.; detailed oriented; excellent communication skills; accurate use of the English language and grammar; highly skilled in Microsoft Excel – proficient in formatting data for reports and charts; and highly proficient in Microsoft Word, Outlook and PowerPoint – ability to produce presentations. Demonstrate ability to work independently, interact with a range of people in an open, friendly, customer-oriented manner.

HOW TO APPLY:

Interested parties should electronically send the application package to: **Tammy Anton** at CAD-Recruiting@pbcgov.org.

Each completed package shall include the following:

- Cover Letter
- Resume
- Results from typing test taken within the past 6 months
- State of Florida application form, available at the following link:
www.floridasupremecourt.org/employment/application_writeable.pdf

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”