



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

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

DEPARTMENT: Court Reporting
PAY GRADE: 14 **POSITION NUMBER:** 22010637

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

SUMMARY:

The essential function of the position within the organization is to provide broad administrative, organizational and clerical support. The position is responsible for administrative and clerical tasks within Court Administration which includes: 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.

ESSENTIAL DUTIES:

This position provides administrative support for the Director of Court Reporting which includes answering phone calls, maintaining daily records of court requests and coordinating assignments. This position is also responsible for screening courthouse patrons; composing and typing correspondence, memoranda, reports, and other documents; observing strict confidentiality, keeping supervisor apprised of appointments and meetings; maintain calendars; process mail; and assisting with special assignments. 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 30 w.p.m.; detailed oriented; excellent communication skills; accurate use of the English language and grammar. Demonstrate ability to work independently, interact with a range of people in an open, friendly, customer-oriented manner.

PREFERRED: Understanding of basic legal terminology.

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 February 16, 2017 at 4:00 pm. 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."