



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Magistrate Assistant (Administrative Secretary II)
STARTING SALARY: \$30,320.04/annually

DEPARTMENT: Magistrate
PAY GRADE: 16 **POSITION NUMBER:** N/A

This position will be stationed at the South County Courthouse
[200 West Atlantic Avenue, Delray Beach, Florida 33430](#)

SUMMARY:

This position is responsible for administrative support to the Magistrate. Responsible for preparing and maintaining the Magistrate's court and professional calendar. Review case files for accuracy, compliance and completeness prior to submitting files to the Magistrate; ensuring presence of all required files; maintaining trial dockets, continuances, and trial orders, schedule motions, hearings, conferences and trials. Interacts and establishes relationships with Magistrates, Judges, Clerk of Court staff, attorneys, law enforcement personnel, social services, witnesses, and the general public.

MINIMUM QUALIFICATIONS:

Associate's Degree in a closely related field or related field and one year of experience working in a business or court setting or equivalent combination of related training and experience.

ESSENTIAL DUTIES:

Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

- Works independently under the general supervision according to procedures while developing work methods and sequences
- Composes/drafts and/or types correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents observing strict confidentiality
- May assist the Magistrate in special projects, including research and typing; develops and maintains working relationship with Clerk of Court office to ensure efficient delivery of services
- May provide temporary coverage for other Magistrate Assistants
- Attend staff and other professional meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the legal system, specifically dependency and family court divisions
- Knowledge of the rules of English grammar, spelling, punctuation
- Ability to work within deadlines to complete projects and assignments
- Proficient in Microsoft Word, Outlook and Excel
- Ability to prioritize work and communicate effectively verbally and in writing

HOW TO APPLY:

Interested parties should electronically submit an application package consisting of a:

- Cover letter
- Resume
- Results of a typing test administered within the past 6 months
- State of Florida Application available at: www.floridasupremecourt.org/employment/application_writeable.pdf

The application package must be submitted to: **Chief of Personnel, Tammy Anton**, at CAD-Recruiting@pbcgov.org.

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until February 17, 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. The Fifteenth Circuit is an Equal Opportunity Employer and does not discriminate.

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."