



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

POSITION TITLE: Receptionist (Secretary Specialist)

DEPARTMENT: Human Resources

STARTING SALARY: \$23,973.60/annually

PAY GRADE: 009 **POSITION NUMBER:** 22010568

**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 clerical/secretarial support. Responsible for providing clerical support within Court Administration which includes: handling telephone calls, facilitating customer service activities, distributing mail, typing and copying documents.

MINIMUM QUALIFICATIONS:

High School Diploma or GED along with one year of college or vocational school education in office skills, computer or closely related field and two years related experience; additional relevant experience may substitute for college education on a year-for-year basis.

ESSENTIAL DUTIES:

Under the direction of the court, the person in this position will answer and transfer calls on a multi-line phone system; provide information and direct callers/visitors to proper personnel as well as screen telephone calls and visitors to the secure areas of Court Administration. Handle sensitive and/or confidential documents and information. Assist the American With Disabilities Act (ADA) Coordinator. Maintain a safe and clean reception area. Establish a working relationship with judges, court personnel, attorneys, law enforcement, social services, witnesses and the general public. Type documents, maintain calendars and process mail. Assist with a variety of projects for the Human Resources and other departments.

KNOWLEDGE SKILLS AND ABILITIES:

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.

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 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. 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."