

THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: OPS Administrative Secretary I

OPEN DATE: April 16, 2019

CLOSE DATE: OPEN UNTIL FILLED

POSITION NUMBER:

SALARY: \$ 13.37 per hour

JOB LOCATION: 5TH Judicial Circuit

HEADQUARTERS: Marion County

Distinguishing Characteristics of Work:

This is responsible work performing a variety of secretarial, administrative support, and clerical duties for Court Administration, including but not limited to case management related duties in civil, family civil and/or criminal cases for the Fifth Judicial Circuit. The Administrative Secretary is responsible for typing correspondence, detailed reports and charts, memoranda, etc., using Microsoft Office applications and a personal computer. The Administrative Secretary is also responsible for establishing and maintaining a comprehensive office filing system, ordering and maintaining supplies, preparing travel arrangements, scheduling meetings, training events, and conferences, and preparing materials for supervisor's presentations. A variety of working relationships are established with state courts system personnel, vendors, judges and non-judicial officers, and the general public. The administrative secretary works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under general supervision of Court Administration.

Education and Training Guidelines

Graduation from a standard high school and four years of secretarial or staff experience, one year of which was in a senior secretary or comparable position is preferred. A bachelor's degree from an accredited four-year college or university may substitute for the recommended experience.

Knowledge, Skills, and Abilities

Knowledge of and ability to use a computer with applications such as Microsoft Word. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to communicate clearly. Ability to act patiently with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to plan and establish priorities for work assignments. Applicants must be able to maintain regular business hours, Monday through Friday, 8:00 a.m. until 5:00 p.m. Some travel within the Fifth Circuit may be required.



Submit a current application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Office of the Court Administrator
Robin Hamel, Human Resources Consultant
P.O. Box 7800
Tavares, FL 32778
(352) 253-1607

rhamel@circuit5.org

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *