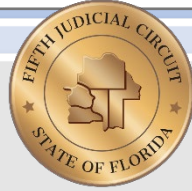


THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: OPS Administrative Assistant II

OPEN DATE: 7/21/2021

CLOSE DATE: Open Until Filled

POSITION NUMBER:

SALARY: \$2,915.09 per month

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: TBD

Distinguishing Characteristics of Work:

The Administrative Assistant II monitors the RT system, responds to all incoming interpreter requests, and adds interpreter requests to the calendar. This position does the initial processing of all requests and interacts with judges, judicial assistants, court personnel, attorneys, and members of the public requesting an interpreter for a court hearing. This position supports the interpreting department to meet the interpreting needs of the judiciary and court programs for the Fifth Judicial Circuit's five counties (Citrus, Hernando, Lake, Marion, and Sumter). Work is performed under the general supervision of the Spoken Language Supervising Court Interpreter. Work is reviewed based upon observations, periodic reports, daily interpreter output, and feedback.

****Once training is complete, full-time remote work may be considered for this position (a one year employment requirement, may apply).****

Education and Training Guidelines:

A Bachelor's degree or five years of administrative assistant experience is preferred. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

It would be helpful (though not necessary) if the Administrative Assistant II was proficient in Spanish.

Examples of Work Performed:

Uses RT, email correspondence and phone calls to schedule all interpreting services provided by the court as directed by the Spoken Language Supervising Court Interpreter.

Contacts attorneys' offices to verify interpreting requests, as needed.

Monitors the daily "pop-up" queue for all unplanned interpreting requests and coordinates the next available interpreter to provide court coverage.



* CITRUS * HERNANDO * LAKE * MARION * SUMTER *

Reviews contractor invoices and verifies service date for invoice processing.

Documents all invoices on spreadsheets for UDR reporting and circuit reporting.

Identifies and contacts interpreters of languages of lesser diffusion for upcoming hearings.

Reviews past interpreter requests to anticipate future need. May use Microsoft Tasks and Smart Bench to track upcoming hearings.

Gathers information/data to support periodic and special reports as requested by the Spoken Language Supervising Court Interpreter.

Performs administrative tasks such as collecting data for the computation and submission of statistical records and reports, translating correspondence and other court-related documents, preparing and submitting statistical information for monthly UDR reports as requested by the Spoken Language Supervising Court Interpreter.

Handles all other duties assigned by the Spoken Language Supervising Court Interpreter and the Due Process Manager.

Remains current in reference information resources, such as vocabulary in legal, medical, and other areas, different cultural features, or local and world events

Submit a current application (found at Circuit5.org under careers) 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
(352) 272-1451

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

