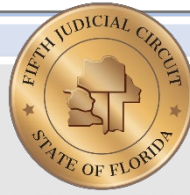


THE STATE OF FLORIDA



STATE COURT SYSTEM

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Part time (20 hours per week) Administrative Assistant I

OPEN DATE: 4-5-2023

CLOSE DATE: OPEN UNTIL FILLED

SALARY: \$1409.14 PER MONTH

JOB LOCATION: 5th Judicial Circuit

HEADQUARTERS: Bushnell

General Description

The essential function of the position within the organization is to provide broad administrative, organizational, and clerical support to the Child Support Hearing Officer. The position is responsible for administrative and clerical tasks in the legal field. The position works under supervision of the Child Support Hearing Officer.

Education and Training Guidelines

An Associate's Degree from an accredited two-year college or university and two years of experience in the legal field preferred.

Progressively responsible experience in legal assisting/paralegal work may substitute for the recommended college education on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of and ability to schedule and successfully run a ZOOM application and/or other video-based meeting application. Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations and simple statistics. Ability to plan and prepare reports, correspondence, and charts in a variety of formats. Ability to use a personal computer and word processing applications such as Word, and spreadsheets. Ability to organize work, establish priorities, and meet deadlines. Ability to organize and /or automate office procedures and maintain an effective filing system. Ability to manage multiple assignments including long and short-range projects. Ability to communicate effectively. Ability to deal tactfully with the public. Ability to use independent judgment and discretion concerning confidential information.

Submit a current State of Florida application, **found on our website at circuit5.org**, and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Robin Hamel, Human Resources Consultant

Office of the Trial Court Administrator

352-272-1451

Applications can be emailed to: 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



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DISABILITY.

IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL 352-742-4221. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771



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