

JOB ANNOUNCEMENT
INTERNAL/EXTERNAL

ADMINISTRATIVE SECRETARY II
(State-funded position)
10054

Description of Work:

This position requires efforts to assist the Dependency General Magistrate in the preparation for hearings and drafting of reports and recommendations. The job requires cooperation and coordination with the State attorney's office, the Clerk of the court, the Guardian-ad-Litem office, court-appointed attorneys, Judges and their judicial assistants, pro-se litigants, and the Sheriff's Department. The position also requires the ability to read and interpret complicated court files with a multitude of parties and participants. A thorough knowledge of WORD, Outlook and other computer programs a must. Organizational skills required. Work is performed under the direct supervision of a General Magistrate.

Minimum Training and Experience Required:

Graduation from high school and three years experience performing secretarial and office support work utilizing modern word processing equipment or an equivalent combination of education, training and experience. Prior legal training or experience preferred.

Location: Pinellas County Justice Center, 14250 49th Street North, Clearwater, Florida 33762

Salary: \$2,526.67 monthly plus benefits; State Pay Grade 016

Court Application is available via Internet at: www.jud6.org

Submit Application and Resume To: The Sixth Judicial Circuit Court
Human Resources, Suite 2H
14250 49th Street North
Clearwater, Florida 33762
Fax: 727-453-7166 or SixthCircuitHR@jud6.org

DEADLINE: Thursday, May 25, 2017 @ 5:00 p.m.

Equal Opportunity and Diversity Employer Drug-free Workplace

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (727) 453-7165 IN ADVANCE.