

## **JOB ANNOUNCEMENT**

### **Secretary Specialist –OPS**

#### **Administrative Office of the Courts Sixth Judicial Circuit**

#### **Description of Work:**

This is varied and highly independent secretarial and administrative work involving a high degree of internal and external public contact work. Duties include various secretarial and administrative functions for a Hearing Officer, which requires an extensive working knowledge of child support enforcement and other family law legal procedures. Emphasis is placed upon dealing with sensitive matters requiring extreme diplomacy, tact and poise. Work is performed under stressful conditions and involves contact with individuals involved in emotional and traumatic situations.

Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations. Work is performed under the direct supervision of a Hearing Officer.

#### **Minimum Training and Experience Required:**

Graduation from high school or possession of G.E.D. certificate and two 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:** East Pasco County Courthouse; 38053 Live Oak Ave, Dade City  
Travel may be required to the West Pasco Government Center

**Salary:** \$10.95 hourly

#### **Submit Court application at the following location:**

Criminal Justice Center, 14250 49th St. No., Suite 2-H (Human Resources), Clearwater, FL 33762

Or submit application on line from our website.

**Application is available via Internet at:** [www.jud6.org](http://www.jud6.org)

**APPLICATION DEADLINE:** **November 20, 2017 by 5:00pm**

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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.