

## **JOB ANNOUNCEMENT**

**Senior Secretary – Full-time – 40 hour  
(County-funded position)  
CT/C119**

**Office of the General Counsel  
Sixth Judicial Circuit**

### **Description of Work:**

This is responsible administrative work providing support for trial court staff attorneys with the Office of the General Counsel. The Senior Secretary deals with subjects primarily legal in nature and must be familiar with legal terminology. Duties include a wide variety of administrative and clerical tasks that require the application of independent judgment and knowledge of relevant laws, policies and procedures, in a high-volume, fast pace environment. Assignments are made orally or in writing and work is reviewed through observation of work product, conferences and periodic reports or evaluations. Work is performed under the supervision of the Office Manager.

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

Graduation from an accredited college or university and one year of experience in administrative support in a legal environment; or an equivalent combination of education, training and experience. All applicants must possess strong organizational skills and be detail-oriented. Familiar with legal terminology and previous work experience in a government agency highly desirable.

**Location:** 501 1<sup>st</sup> Avenue North, St. Petersburg, FL 33701

**Salary:** \$951.05 bi-weekly plus \$16.80 Cad, Total \$968 Plus Pinellas County Benefits  
Equivalent to State Pay Grade 11

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

### **Submit the Court**

#### **Application & Resume to:**

Administrative Office of the Court  
The Sixth Judicial Circuit of Florida  
Human Resources, Suite 2H  
14250 49th Street N.  
Clearwater, FL 33762

Or via email at: [SixthCircuitHR@jud6.org](mailto:SixthCircuitHR@jud6.org)

**APPLICATION DEADLINE:** **December 22, 2017 at 5:00pm**

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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.