

JOB ANNOUNCEMENT
SENIOR SECRETARY
OFFICE OF THE GENERAL COUNSEL
(Pinellas County Funded)
CTA/C119
INTERNAL/EXTERNAL

Administrative Office of the Courts
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 1st Avenue North, St. Petersburg, FL 33701

Salary: \$968.00 Bi-weekly plus Pinellas County benefits; Equivalent to State Pay Grade 11

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: **Wednesday, September 18, 2019 @ 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.