

JOB ANNOUNCEMENT

TEMPORARY POSITION – FULL-TIME (40 hours)

**ADMINISTRATIVE ASSISTANT
Administrative Office of the Courts
Sixth Judicial Circuit**

Description of Work:

This is responsible paraprofessional work assisting the Adult and Dependency Drug Treatment Court Program staff by providing broad administrative, organizational and clerical support. Working contacts are established with judges assigned to the Drug Court, courts system personnel, State Attorney's Office, Public Defender, local law enforcement agencies, community agencies, treatment providers, the Clerk of the Circuit Court, litigants and the public. The purpose of these contacts is to assist in screening, evaluating, and improving the handling of Drug Court cases. This position requires attending Drug Court hearings.

The Administrative Assistant must exercise discretion in dealing with confidential and extremely sensitive issues before the Court. Work is performed under stressful conditions and involved contact with individual involved in emotional situations. Work is performed under the general supervision of the Senior Court Program Specialist.

Minimum Training and Experience Required:

Graduation from an accredited college or university with major study in public or judicial administration, education, social work, or a related social science and one year of experience in program administration or program evaluation; or an equivalent combination of education, training and experience.

Location: West Pasco Judicial Center, 7530 Little Road, New Port Richey, FL 34654

Salary: \$15.43 Hourly Plus State Benefits
*Position is guaranteed until June 30, 2018 with possible extension

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

APPLICATION DEADLINE: **Thursday, March 22, 2018 @ 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.