



## **Ninth Judicial Circuit Court of Florida**

### ***Vacancy Announcement***

### **Administrative Secretary**

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

#### **Position details**

**Position #:** 103015

**Closing date:** Open until filled

**Education:** High School Diploma or Equivalent

**Type:** Full-Time

**FLSA:** Non-Exempt

**Shift:** Day

**Salary:** \$17.67/HR

**Location:** Kissimmee, FL

**Relocation:** Not Available

To apply: <https://ninthcircuit.org/about/careers/administrative-secretary-0>

#### **Position description**

This position will provide routine and moderately complex clerical support to the Office of the Court Administrator in Osceola County. Responsible for receiving all visitors and clients to the department. Must exercise a high degree of judgment with daily responsibilities and routine tasks. Responsible for pick-up and sorting of daily mail and correspondences. Receives a large volume of telephone inquiries, must resolve appropriately or route to appropriate individual or department. A candidate for this position must display a high level of professionalism at all times and maintain confidentiality of information in the performance of all duties. The candidate will also provide research and designated case management, such as sending notices and updating digital files, for assigned Court Administration programs.

Must have good computer skills, specifically with the use of Microsoft Office Suite. Must have excellent verbal and written communication skills. Must excel at working both independently and communicating with a team. High School Diploma or GED; supplemented by three years of experience in clerical/secretarial support functions; or an equivalent combination of education, certification, training and/or experience.

### **Equal opportunity employer**

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

### **Benefits**

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity where all full time employees have access to:

- Paid Leave
- Paid Holidays
- Florida Tuition Waiver (State Employees)
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- Free Life Insurance
- Multiple Deferred Compensation Options
- Florida Retirement Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities