



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Administrative Assistant I – General Magistrate Department

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 #: 0033

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$17.98/HR

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/administrative-assistant-i-general-magistrate-department>

Position description

This is responsible work performing a variety of administrative, organizational, and clerical duties assisting in managing the daily operations and support functions of the General Magistrate office. This position will be located at the Orange County Courthouse, 425 N. Orange Avenue, Orlando, FL 32801.

Duties include performing customer service skills as the litigant's first point of contact; advising Magistrates when parties arrive for scheduled hearings; informing Court Deputies when to escort parties to the Magistrates' hearing rooms; maintaining internal database; providing current monthly statistics on referrals and hearings; distributing

referrals from queues to assigned Magistrate; preparing form Orders as directed; processing Magistrate Recommended Orders; and performing other administrative duties as required.

Will work at the direction of the Administrative Magistrate. Must exercise a high degree of judgment, tact, and diplomacy. Must be able to work independently but under the supervision of the Administrative Magistrate. Must be self-motivated and able to work closely with others. Must maintain confidentiality. Must have excellent computer skills and be detail oriented. Must have the ability to quickly acquire proficiency with a variety of computer programs, including clerk case management system. Must have effective use of business English, spelling, grammar, and punctuation. Must have superior organizational skills. Must have the capability to interact professionally and maintain effective working relationships with others, including judges, coworkers, government officials, law enforcement, clerk's office, and the public.

A bachelor's degree and one year of experience in business administration, office skills or a related field is required. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience. \$37,398.40 annually. Orange County funded. Good benefits. Submit State of Florida application, cover letter, and verification of educational requirements to Human Resources Department.

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. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities