



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Administrative Assistant II - 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 #: 22011079

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$38,706.36/Annually

Location: Orlando, FL

Relocation: Not Available

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

Position description

This is responsible work performing a variety of administrative and secretarial duties assisting in managing the daily operations and support functions of the Magistrate office. This position will be located at the Thomas S. Kirk Juvenile Justice Center, 2000 East Michigan Street, Orlando, FL 32806.

Duties include preparing form reports and court orders; preparing legal correspondence for signature; preparing and maintaining docket calendar for the magistrate; preparing and inputting legal documents and forms from rough draft; inputting case disposition information; maintaining appointments and screening calls; contacting attorneys and litigants concerning cases.

The chosen candidate will work at the direction of the General Magistrate; must exercise a high degree of judgment, tact and diplomacy; must be able to work independently but under the supervision of the General Magistrates; must be self-motivated and be able to work closely with others; must maintain confidentiality; must have excellent computer skills; 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; and 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 is preferred. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. \$ 3,225.53 monthly. State funded. Good benefits. Submit State of Florida application, résumé, cover letter, and verification of educational requirements to Human Resources Department.

We are 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.

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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