



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

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$18.27/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. They will provide case management support to court managed programs. They will assist with support of daily operations to include managing mail and courier deliveries along with answering internal and external phone and e-mail communications.

They may assist with specialized projects to support administrative processes of assigned department. A person in this position must always display a high level of professionalism and maintain confidentiality of information in the performance of all duties.

Must have good computer skills, specifically with the use of Microsoft Office Suite and have experience with virtual meeting applications. Thorough knowledge of business English, e.g., correspondence formats, spelling, punctuation, and grammar. Must be

intuitive and responsive to workflow demands. Must be capable of independently finding solutions to accomplish individual work goals and must be able to embrace new technology tools. Must excel at working both independently and communicating with a team of professionals. 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. Work is performed in-person and hours will be Monday – Friday, 8 a.m. to 5 p.m.

Salary: \$38,001.60 annually with excellent benefits. Osceola County funded.

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