



# Administrative Office of the Courts

## *JOB OPPORTUNITY BULLETIN*

COUNTY-FUNDED POSITION

Posting Date: February 16, 2024

Closing Date: March 1, 2024

**POSITION TITLE:** Administrative Assistant II  
**HOURLY RATE:** \$18.61  
**FLSA STATUS:** Included

**DEPARTMENT:** Juvenile Diversion Program  
**PAY GRADE:** 27 **POSITION#** 000086

**SUMMARY:** Provide administrative, organizational, coordination and clerical support to Juvenile Diversion Programs (JDP), as well as Unified Family Court Case Management, as time allows. Includes but not limited to appointment scheduling and data entry. Work under the direction of the Director of Juvenile Diversion Programs (JDP), as well as, Unified Case Management Court Program Specialist III.

**MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Two years of work experience in business administration, office skills or related field.
- **EDUCATION:** Bachelor's degree.

**ESSENTIAL DUTIES:**

**Juvenile Diversion Program Specific:**

- Enter data into internal electronic data system and electronically research cases.
- Answer telephone calls, complete registration process and schedule appointments for intake and assessment with JDP Court Counselors. Copy and prepare notices, and outcome forms for mailing.
- Greet JDP visitors, provide information to the public, and resolve issues or direct caller/visitor to appropriate personnel.
- Collect and analyze data for statistical reports.
- Perform clerical tasks such as process incoming mail and deliveries; prepare outgoing mail for pickup and distribution.

**Unified Family Court Case Management Specific:**

- Prepare clerk action memorandums for dependency cases.
- Assist participants with Zoom access to court proceedings via various devices, to include admitting parties and assigning to breakout rooms.
- Electronically upload dependency orders.
- Maintain computerized case files and oversee retention schedule via multiple data systems.
- Monitor division email and maintain a shared court date.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and ability to use word processing applications.
- Knowledge of the rules of English grammar, spelling, and punctuation.
- Ability to communicate clearly and effectively.
- Ability to interact effectively with the general public.
- Ability to maintain confidentiality concerning sensitive information.
- Ability to work under pressure and meet deadlines.
- Ability to prioritize work.
- Ability to work independently.
- Incumbent must be professional in all regards.

**BENEFITS PACKAGE:** Paid time off and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, 457 Tax Deferred Retirement Plan. Parking subsidy may apply.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [recruiting@fljud13.org](mailto:recruiting@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

**NOTICE:** Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.