



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

### ***Vacancy Announcement***

### **Administrative Assistant I – Substitute Judicial Assistant**

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 #:** 0043

**Closing date:** Open until filled

**Education:** Bachelor's Degree

**Type:** Full -Time

**FLSA:** Non-Exempt

**Shift:** Day

**Salary:** \$18.70/HR

**Location:** Orlando, FL

**Relocation:** Not Available

To apply: <https://ninthcircuit.org/about/careers/administrative-assistant-i-substitute-judicial-assistant>

#### **Position description**

The Ninth Circuit seeks an Administrative Assistant I – Substitute Judicial Assistant to provide administrative, secretarial, and clerical support to judicial offices when a sitting Judicial Assistant is away. The position is responsible to compose, edit and distribute court related correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents while observing strict confidentiality; screens telephone calls and visitors to the judge's office, provides information, resolves issues, directs caller/visitor to the proper personnel or agency, or takes messages; schedules trials, maintains trial dockets, and prepares trial orders as needed; enters data into an automated calendaring system. Must have excellent organizational and computer skills and the ability to work independently. Must be able to quickly become proficient with a variety of computer programs, including the court calendaring program, case management

system and e-filing system. The ideal candidate will have the capability to interact professionally and maintain effective working relationships as well as communicate clearly both orally and in writing using proper spelling, grammar, and punctuation. A working knowledge of the trial courts and the applicable rules and procedures of court is helpful.

A Bachelor's degree and two years of experience in administrative work is preferred. Administrative work experience may substitute for the college training on a year for year basis. Annual salary is \$38,896.00. Submit State of Florida application, cover letter, and verification of education. Orange County funded position with benefits.

### **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