



**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Administrative Assistant I
SALARY: \$37,575.60/Annually
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

General Description:

The essential function of this position is to provide organizational, secretarial, and administrative support for the Early Childhood Court and Juvenile Division. The position is responsible for office tasks of high responsibility and confidentiality. The position works under general supervision.

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- This is responsible work performing a variety of administrative duties to assist in managing the daily business and support operations of the Early Childhood Court program and Juvenile Division administrative office.
- The Administrative Assistant I answers and screens telephone calls to the department, provides allowable information, and resolves issues when possible.
- The Administrative Assistant I collects data for statistical reports, and is responsible for creating and maintaining automated office systems, and providing information to court personnel and the general public.
- The Administrative Assistant I types correspondence, emails, orders and other documents, organizes and files papers, schedules hearings, sending out the necessary notifications.
- The Administrative Assistant I documents and processes incoming correspondence; orders supplies; and performs data entry.
- The Administrative Assistant I assists with Early Childhood Court and Dependency docket coordination and caseload management and provides coordination of parent/child visitation.
- The Administrative Assistant I handles documents and information with many details that must be correct. Working relationships are established with judges, State Courts System personnel, staff of state and local government agencies, and the public.
- The Administrative Assistant I deals with confidential and sensitive issues and must use independent judgment and discretion.

KNOWLEDGE, SKILLS AND ABILITIES

The person chosen for this position must also possess the ability to:

- Understand the function of the court system;
- Exhibit proficiency in Microsoft 365 and other various applications.
- Ability to use correct English grammar, spelling, and punctuation.
- Conduct matters with integrity, discretion and confidentiality;
- Communicate clearly and concisely, both orally and in writing;
- Perform job duties timely and efficiently in a high-energy/fast paced work environment;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly;
- Ability to manage multiple assignments including long and short range projects;
- Ability to use independent judgment and discretion concerning confidential information;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Display exemplary listening and comprehension skills.

Education and Training Guidelines:

- A high school education or GED equivalent is required. Administrative or clerical experience is preferred.
- Minimum of two (2) years' experience in the court system is preferred.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit along with a resume no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777
ssullivan@jud10.flcourts.org

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.