



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

OFFICIAL JOB TITLE: Administrative Assistant II
SALARY: \$40,867.56/Annually
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse
CLOSING DATE: Open until filled

General Description:

The essential function of this position is to provide organizational, secretarial, and administrative support to Alternative Dispute Resolution (ADR) Services, to include scheduling mediations, preparing court documents, filing, photocopying, answering telephones, routing calls and greeting and prescreening parties appearing for mediation. The clerical assistant is also responsible for reviewing and proofreading all prepared court and communicative documents to ensure correct spelling, punctuation, and formatting. Work is performed under the direct supervision of the Direction of Mediation.

EXAMPLES OF WORK PERFORMED

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.

- Schedules mediations using outlook and other supporting software
- Communicates with attorneys' offices to coordinate mediation scheduling
- Answers the telephone and provides information to the public as applicable and appropriate
- Registers parties for the AIM Program and prepares course completion certificates
- Communicates and coordinates internally with coworkers and other Court employees
- Provides The Dispute Resolution Center at the Florida Supreme Court with all applicable AIM program documentation as necessary and appropriate
- Prepares typed agreements between the parties in mediation when needed
- Orders the necessary supplies for the staff
- Prepares monthly reports on the activities of the Mediation Services

KNOWLEDGE, ABILITIES, AND SKILLS

The person chosen for this position must have knowledge of the organization and function of the court system; proficiency in Microsoft 365 and other various applications and also possess the ability to:

- Conduct matters with the utmost professionalism, integrity, discretion and confidentiality;

- Communicate clearly and concisely, both orally and in writing;
- Perform job duties timely and efficiently in a pressurized and fast paced working environment;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly and efficiently;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Display exemplary listening and comprehension skills;
- Proficiency in English grammar, punctuation and spelling.
- Ability to type 35 correct words per minute.
- FCIC AND NCIC certification may be required
- Spanish preferred but not required.

MINIMUM QUALIFICATIONS:

- High school diploma; an equivalency diploma issued by a state department of education or by the United States Armed Forces Institute, or a qualifying score on the Division of Personnel Education Attainment Comparison Test may be substituted for a high school graduation.
- Administrative or clerical experience (It should be noted that successfully completed studies beyond high school may be substituted for the required year of clerical experience.)

We are an equal opportunity employer. We do not discriminate based on race, religion, gender, age, national origin or disability. Interested applicants must complete a State of Florida Job application and submit it 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
ssullivan@jud10.flcourts.org

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.