Classification: Administrative Assistant II
Program/Dept.: Court Services
Location: DeLand, FL
Position #: 10078
Annual Salary: $34,981
Applications Must Be Postmarked By: March 19, 2020

This State funded position is paid monthly and includes the State benefits package. The successful applicant is required to undergo a background check including fingerprinting.

Function:
Responsible work performing a variety of administrative support duties assisting the Director of Court Services. Composes special reports, correspondence, prepares materials for meetings, conferences and training sessions. Collects data for statistical reports, updates databases, creates and maintains automated office systems. Monitors office expenditures and audits travel requests. Working relationships are established with State Courts System personnel and the public. Work is performed under general supervision in an environment where there is interaction with court-involved persons.

Minimum Requirements:
Any combination of college and related experience totaling 6 years.

Knowledge, Skills and Abilities:
Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations and simple statistics. Ability to plan and prepare reports, correspondence and charts in a variety of formats. Ability to use a personal computer and experience with Microsoft Office applications (Word, Excel and Access) required. Ability to organize work, establish priorities and meet deadlines. Ability to maintain an effective filing system. Ability to manage multiple assignments. Ability to communicate effectively and tactfully. Ability to use independent judgment and discretion concerning confidential information.

How to Apply:
Faxed/electronically submitted applications will not be accepted. Please mail or deliver a completed and signed State of Florida Application to:

Court Administration – Human Resources
101 N. Alabama Ave., Ste. D-305
DeLand, FL 32724

To obtain an application, please visit 7th Judicial Circuit website - click on “Current Opportunities” – then click on “State of Florida Application” for a writable and printable version or contact us at 386-626-6561 to have one mailed to you. If you require an accommodation to participate in the application/interview process, please contact Anne Pierce at 386-626-6561 or apierce@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests. The 7th Judicial Circuit Court is an equal opportunity employer.