

FIRST DISTRICT COURT OF APPEAL

Job Opportunity Announcement

Administrative Assistant II

Position Description: The successful candidate will perform a variety of administrative duties in the Chief Judge's Central Staff Unit. Work is often of a sensitive and confidential nature, and the successful candidate must observe high standards of conduct. Work is performed under the general supervision of the Director of Central Staff, but all members of Central Staff serve at the pleasure of the Chief Judge. Working contacts are made with judges, staff attorneys, and Clerk's Office staff.

Education and Training Guidelines: Graduation from a standard high school or an equivalency diploma issued by a state department of education or the United States Armed Forces. Six years of responsible experience as a legal secretary or paralegal assistant is highly desired, as is prior court experience.

Illustrative Duties: Ability to work with minimal supervision and recognize and establish work priorities. Ability to work well with others. Ability to handle sensitive matters with integrity and confidentiality. Ability to communicate clearly and effectively. Ability to operate standard office equipment, including personal computers, word processing, and data entry applications for case management. Ability to proofread for grammar, spelling, accuracy of quotations, proper case citations, and format.

Candidates chosen for an interview will be asked to perform a short proofreading exercise and typing test.

Annual Salary: \$34,981.12

How to Apply: Applications are accepted by mail and by email. Submit current and complete State of Florida application and resume to:

Marshal's Office
First District Court of Appeal
2000 Drayton Drive
Tallahassee, Florida 32399
jobs@1dca.org

Closing Date: March 8, 2019 at 5:00 p.m.

Successful applicants will be subject to a criminal background check.

E.O.E.: If an Accommodation is needed to participate in the interview process, please call 850-487-1000 in advance.