

****The successful candidate will be hired at the minimum salary****

HOW TO APPLY

Please submit a current State of Florida application, resume, and proof of education to:

Office of Court Administration
Leon County Courthouse
Attention: Paula Watkins
301 South Monroe Street, Room 225
Tallahassee, FL 32301
Phone: 850-577-4422 Fax: 850-487-7947

Applications must be received in the office no later than 5:00 p.m. Tuesday, September 10, 2013

ADMINISTRATIVE ASSISTANT I (Part-time Receptionist)

Annual Base Salary: \$13,909.92

Position Number: 11744

Class Code: 6331

General Description

The essential function of the position within the organization is to provide advanced administrative, coordinating, organizational, and clerical support for the 2nd Circuit Office of Court Administration. This position may require travel to the six counties within our circuit which include: Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla. Interface with members of the judiciary, state court personnel and the public.

**The essential function of the position within the organization is to provide broad administrative, organizational and clerical support. The position is responsible for administrative and clerical tasks of responsibility. The position works under general supervision independently developing work methods and sequences.

Education and Training Guidelines

- Bachelor's degree. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- One year of experience in business administration, office skills or a related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Con't ADMINISTRATIVE ASSISTANT I (Part-time Receptionist)

Competencies

Data Responsibility:

Collects, classifies, and formats data or information.

People Responsibility:

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

Assets Responsibility:

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to coworkers and people outside the organization.

Complexity of Work:

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Decisions:

Makes decisions with minor impact - affects only those in immediate work area and may affect those in other work units.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or spreadsheets.

Special Comments:

- Experience with the Court System is preferred.
- Must possess good oral and written communication skills and be proficient in the use of Word, Word Perfect and Excel.
- A criminal background check will be conducted on all finalists.
- An application addendum is required on chosen applicants.

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. **Your application must be received in the office by 5:00 p.m. on the closing date listed above.**

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

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.