

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

ADMINISTRATIVE ASSISTANT II (Office of Mediation Services)

Annual Base Salary: \$38,706.32

Position Number: 009921

Class Code: 6350

General Description

The essential function of the position within the organization is to provide administrative, coordinating, organizational, and clerical support for the Office of Mediation Services. Additionally, the position includes a variety of secretarial duties for the Alternative Dispute Resolution (ADR) Director, such as preparing calendars, scheduling mediations, typing agreements, and answering the phone.

Education and Training Guidelines

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

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Provides administrative and fiscal support to the unit manager and other court staff.
- Monitors financial actions in FLAIR, pre-audits invoices and travel reimbursement requests, obtains bids for purchases, and monitors unit expenditures.

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- Collects and analyzes data for statistical reports. Assists in conducting surveys.
- Schedules mediation sessions for family law cases; prepares documents, coordinates facility use, collects court files and/or sets up mediation files, and updates database/spreadsheet with mediation results.
- Composes/drafts and/or types correspondence, court orders, pleadings, memoranda, reports, e-mails, and other documents observing strict confidentiality; transcribes judicial documents.
- May assist family law judge in special projects, including performing research and typing; develops and maintains working relationship with Clerk of Court office to ensure efficient delivery of services.
- May provide temporary coverage for judicial assistants.
- Screens telephone calls and visitors; provides information to the public and resolves issues or directs caller/visitor to appropriate office or staff.
- Sets up and maintains files, books, records, and other departmental systems of responsibility; provides database updates as required.
- Gathers and maintains information/data to support periodic and special reports for the area of responsibility; makes copies and distributes to appropriate personnel or departments as designated.
- Performs clerical tasks such as processing incoming mail, collecting and distributing court files, performing data entry, filing, faxing, or photocopying.
- Attends staff and other professional meetings to exchange information and/or to take minutes; transcribes minutes and distributes to appropriate personnel; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

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Competencies

Data Responsibility:

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Provides assistance to people to achieve task completion; may instruct or assign duties to co-workers.

Assets Responsibility:

Requires some responsibility and opportunity for achieving moderate economies and/or preventing moderate 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; corresponds with groups of coworkers and other state or local government offices.

Complexity of Work:

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results.

Impact of Decisions:

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

Equipment Usage:

Handles or uses machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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Special Comments:

- Understanding of legal terminology preferred.
- Experience in the State Courts system is preferred.
- Working proficiency in Spanish is preferred.
- An application addendum is required for final applicants.
- A thorough criminal and civil background check will be conducted on all final applicants.
- Position not available until after August 16, 2023
- Position is planned to be open until filled.

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.