



## Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

### Administrative Office of the Courts

## JOB ANNOUNCEMENT

**POSITION:** OPS Administrative Assistant II- Magistrate; Family Court Division  
Position# TBD (position contingent upon funding)

**LOCATION:** Indian River County Courthouse, Vero Beach, FL  
Position also travels to other locations within the judicial circuit.

**SALARY:** \$17.72 per hour  
Benefits package available

**EFFECTIVE DATE:** January 1, 2023

### General Description

The essential function of the position within the organization is to provide advanced administrative, organizational, fiscal, coordinating, and clerical support. The position is responsible for administrative and clerical/office tasks of moderate responsibility. Provides administrative support to the Circuit's General Magistrate within the Family Court Division. The position works under general supervision independently developing work methods and sequences.

### Education and Experience Required

Bachelor's degree. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Two years of work experience in business administration, office skills, or related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis. Must possess valid Florida driver's license.

### How to Apply

Interested applicants should electronically submit a complete application package of the following materials to [HR@circuit19.org](mailto:HR@circuit19.org):

1. Cover Letter
2. Resume
3. State of Florida Application - Please visit [www.circuit19.org/about-courts/employment-opportunities](http://www.circuit19.org/about-courts/employment-opportunities) to download the application.

**Application Deadline: Open until filled.**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Department at (772) 807-4370 (option 6)**