



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB ANNOUNCEMENT

- POSITION:** Administrative Assistant II – Electronic Court Reporting
Position# 010812
- LOCATION:** St. Lucie County Courthouse, Fort Pierce, FL
Position also travels to other locations within the judicial circuit.
- SALARY:** \$36,863.10 annually
Benefits package available
- EFFECTIVE DATE:** Immediately

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 and fiscal support to the Electronic Court Reporting Manager and other court staff as needed. Collects, processes, and assigns transcript requests. Ensures delivery and timely filing of transcripts in accordance with established guidelines and procedures. Documents information for audio/video disc production. 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. Must possess valid Florida driver's license. Two years of related 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, excluding supervisory experience.

How to Apply

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

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

Application Deadline: No later than 5:00 PM on September 30, 2022.

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)