

Administrative Assistant II

Program/Dept.: Administrative Services / Court Services
Class: Administrative Assistant II
Location: DeLand
Position #: 10076
Annual Salary: \$38,706.32
Deadline to Apply: October 4, 2023

Function: Performs general office support to Chief Deputy Court Administrator. Responsibilities include, but are not limited to, the following:

- Collecting and analyzing statistical data, maintaining spreadsheets, and creating charts/visual graphics
- Setting up files, maintaining digital and paper files/records, preparing meeting materials, scanning, copying, updating databases and general record keeping
- Answering multiple phone lines as well as in-person inquiries from the public and internal departments to provide information, resolve issues, and direct inquiries to the proper office or resource

Working relationships are established and maintained with other court professionals and the public. Diplomacy and discretion are required in this role. Occasional travel (mileage reimbursable at the state rate as available). Headquarters are subject to change based upon the needs of the Court.

Minimum Requirements:

Any combination of college and related experience totaling at least 6 years.

Knowledge, Skills and Abilities:

Applicants must possess a basic knowledge of office procedures. It will be critical to know how to prioritize assignments, how to organize an office and manage time. Must have the ability to communicate effectively and professionally in writing and orally. Ability to manage digital & paper files as well as efficiently use the Internet, Microsoft Word, Excel, and Outlook applications.

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please submit a completed and signed **State of Florida Application** by the deadline. Go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application" or you may call 386-626-6561 to have one sent to you.

Court Administration – Human Resources

101 N. Alabama Ave
Suite B-206
DeLand, FL 32724

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Anne Pierce at 386-626-6561 or apierce@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA