

Assistant – Half Time

Program/Dept.:	Child Support Enforcement Hearing Office / Court Services
Classification:	Child Support Enforcement Hearing Officer Assistant – Half time (20 hours/week)
Location:	Bunnell
Position #:	12292
Annual Salary:	\$21,247.14
Deadline to Apply:	Open Until Filled

Function:

This position is responsible for scheduling, case coordination, case research and preparation, and docket management. This position is responsible for handling a high volume of cases. Must be able to respond to inquiries and perform general office duties. In addition, this position prepares, tracks, and maintains statistical reports and correspondence. This position involves communication and interaction with judges and judicial staff, litigants, attorneys, case managers, clerks, and the public. Reports directly to the Chief Deputy Court Administrator. Some travel to courthouses throughout the circuit is required (mileage reimbursable at the state rate as available). Headquarters are subject to change based on the needs of the Court.

Minimum Requirements:

Graduation from high school or equivalent and 4 years of secretarial and/or clerical experience. *Successfully completed studies beyond the high school level may substitute for experience on a year-for-year basis.*

Knowledge Skills & Abilities

Knowledge of English grammar, punctuation, and spelling. Ability to learn and apply the skills necessary to facilitate virtual court proceedings and meetings. Ability to efficiently organize and prioritize work and meet deadlines. Ability to exercise discretion and confidentiality. Ability to present a favorable impression to the public and court personnel. Ability to use a personal computer in a Windows environment. Ability to use Microsoft Word, Excel, and Outlook applications required. Ability to use the Internet.

This State-funded position is paid monthly and includes the HALF TIME State benefits package. The successful applicant will be subject to a criminal background screening and employment eligibility verification through E-Verify.

How to Apply

Please apply through People First OR mail, email or deliver a completed and signed State of Florida

Application to:

Court Administration – Human Resources

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

igonzalez@circuit7.org

To obtain an application, please visit www.circuit7.org - click on “Current Opportunities” – then click on “State of Florida Application” for a writable and printable version, or contact us at 386-626-6577 to have one mailed to you. If you require an accommodation to participate in the application/interview process, please contact us at 386-736-5903 or twoodman@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