



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

**CONTRACTUAL POSITION**

**POSITION TITLE:** Administrative Secretary

**DEPARTMENTS:** Court Interpreting & Human Resources

**PAY RATE:** \$11.00 hourly

**PART-TIME:** 30 hours weekly

***This is a contractual position.***

***There are no medical benefits affiliated with this position.***

**SUMMARY:**

The essential function of the position within the organization is to provide responsible administrative, secretarial and clerical support to the Court Interpreting and Human Resources departments.

**MINIMUM QUALIFICATIONS:**

Three (3) years experience in a staff or administrative capacity appropriate to the area of assignment.

**ESSENTIAL DUTIES (the omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification):**

This position provides administrative support for the Court Interpreting Supervisor. Responsible for answering phone calls, maintaining daily records of court requests, coordinating courtroom assignments and assisting with special assignments.

This position also provides administrative support (as-needed) to the Human Resources Manager. Responsible for screening telephone calls and courthouse patrons; composing and typing correspondence, memoranda, reports, and other documents; observing strict confidentiality; keeping supervisor apprised of appointments, meetings; and assists with special assignments.

**KNOWLEDGE SKILLS AND ABILITIES:**

Exceptional written and verbal communication skills. Proficient in a technologically driven environment with intermediate to advanced computer skills. Must be highly organized, pay close attention to details, work in stressful situations, interact with a diverse set of people in an open and friendly manner and maintain confidentiality.

**PREFERRED:** Knowledge of court procedures and understanding of basic legal terminology.

**HOW TO APPLY:**

Interested parties should electronically submit a cover letter and resume to:

Chief of Personnel, Tammy Anton, at [CAD-Recruiting@pbcgov.org](mailto:CAD-Recruiting@pbcgov.org)

**NOTICE:**

Resumes will continue to be received until the position is filled. Submission of a resume does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate against any of the protected classes.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."**