

## **FIFTEENTH JUDICIAL CIRCUIT**

### **SECRETARY SPECIALIST**

The Fifteenth Judicial Circuit invites qualified individuals to apply for the position of Secretary Specialist, position number 10567, which is expected to be available on March 1, 2010.

This full-time position is based on a 40-hour work week. The starting salary for the selected applicant will be \$23,973.60. In addition to the base salary, this position offers:

- Court Holidays (13 in 2010)
- Significant cost sharing on State of Florida medical benefits
- Eligibility for a wide range of State benefits, including but not limited to: life insurance, dental care, disability coverage, vision care
- Retirement plan options
- Vacation and Sick Leave accruals

#### **Distinguishing Characteristics of Work**

This is responsible work performing a variety of secretarial and clerical duties for the General Counsel and Chief Deputy Court Administrator. Responsibilities include typing correspondence and reports, constructing detailed reports and charts, memoranda, etc. using a word processing application. The secretary specialist is also responsible for establishing and maintaining a comprehensive office filing system. Working relationships are established with state courts system personnel, vendors, judges and nonjudicial officers, and the general public. The secretary specialist works independently under general supervision and must exercise utmost discretion with confidential and sensitive information.

#### **Education and Training Guidelines**

Graduation from a standard high school, plus three years of secretarial experience, preferably in a legal setting. Successfully completed studies at an accredited four year college or university, may substitute for a portion of the recommended experience.

#### **Knowledge, Skills, and Abilities**

Knowledge of and ability to use a word processor and/or personal computer applications such as Microsoft Word, Outlook, Excel, PowerPoint. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to communicate clearly. Ability to act patiently with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to plan and establish priorities for work assignments.

## PROCEDURE FOR APPLYING

State of Florida Employment Application forms are available at the Palm Beach County Courthouse or at: [www.floridasupremecourt.org/employment/application\\_writeable.pdf](http://www.floridasupremecourt.org/employment/application_writeable.pdf). Please note that completed applications cannot be submitted electronically.

Interested parties should mail a cover letter and completed State of Florida application form (3 copies of each) to Letitia Warren, Fifteenth Judicial Circuit, 205 North Dixie Highway, 5th Floor – Human Resources, West Palm Beach, FL 33401. Questions concerning this employment opportunity may be directed to 355-1847.

Applications must be **received** by 5 pm on Friday, January 15, 2010. Submission of an application does not guarantee the applicant an interview. Interviewees will be asked to complete a typing test and to undergo a background check.

In accordance with the Americans with Disabilities Act, auxiliary aids or services will be provided with three (3) days advance notice. Please call 561-355-4380 to make such arrangements. The State of Florida is an Equal Opportunity Employer.