

VACANCY ANNOUNCEMENT

FOURTEENTH JUDICIAL CIRCUIT



Position: Administrative Assistant
Bay County Work Program

Salary: \$1,035.08 Bi-Weekly

Location: Bay County

GENERAL DESCRIPTION

The essential function of the position is to provide responsible administrative, coordinating, and clerical support. The position is responsible for administrative and clerical tasks of moderate responsibility. The employee's primary responsibilities will be duties pertaining to the Bay County Work Program. Other duties performed will assist with the Pretrial Release program as needed. The position works under the supervision of the Bay County Work Program Director.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ▶ Enrolls and monitors defendants ordered into the Bay County Work Program;
- ▶ Sets up and maintain files, records, and other departmental systems of responsibility;
- ▶ Assists with the preparation of weekly, monthly, and special reports;
- ▶ Performs clerical tasks such as processing incoming mail, collecting and distributing files, performing data entry, filing, faxing, and photocopying;
- ▶ Conducts audit of active files;
- ▶ Maintains database for the Bay County Work Program; and
- ▶ Provides assistance with administrative and clerical duties for the PreTrial Release program as needed.

MINIMUM REQUIREMENTS

High school diploma or equivalent. Three years of experience, preferably in the criminal justice system. A comparable amount of training and/or experience may be substituted for the minimum qualifications.

COMMENTS

- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application process, please contact the person at the number indicated below. If you are hearing impaired, please dial 711.
- ▶ We do **not** accept applications electronically.

SEND AN ORIGINAL AND THREE (3) COPIES OF A CURRENT STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:

MAIL TO:
Sarah Pearce
Court Administration
P. O. Box 1089
Panama City, FL 32402

DELIVER IN PERSON:
Courthouse Annex
301 McKenzie Avenue
Panama City, FL 32401
Phone: (850) 747-5338

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

Closing Date:
September 22, 2017