



The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

Administrative Office of the Courts

JOB OPPORTUNITY

FULL-TIME POSITION

POSITION TITLE: Administrative Secretary II	POSITION LOCATION: Alachua County
POSITION #: 10122	SALARY: \$30,320.04/annually

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide broad administrative, organizational and clerical support to the Mortgage Foreclosure General Magistrate. The position works under the general supervision of the General Magistrate, while independently developing work methods and new processes for the efficient management of mortgage foreclosure cases. This position is based in Alachua County.

KNOWLEDGE, SKILLS, ABILITIES

Ability to handle sensitive matters with integrity and utmost confidentiality. Excellent oral and written communication skills. The ability to work independently, be resourceful, multi-task, and prioritize tasks, including long and short-term projects. Maintain a professional and courteous demeanor when dealing with distressed individuals. Proficient in Microsoft Office applications and operation of standard office equipment.

EDUCATION AND EXPERIENCE

An Associate’s degree from an accredited college or university and one year of experience in administrative work. A Bachelor’s degree or progressively responsible administrative work in relevant areas may substitute for the recommended experience.

SALARY AND BENEFITS

Salary is \$30,320.04/annually. This is a state-funded position with State of Florida retirement benefits.

APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter and resume are required. This position is open until filled.

Please submit documents via email to employment@circuit8.org , or via mail to Human Resources Office, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601.

NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.