



# The Eighth Judicial Circuit of Florida

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

## Administrative Office of the Courts

### JOB OPPORTUNITY

#### FULL-TIME COUNTY FUNDED POSITION

POSITION TITLE: Self Help Center Program Assistant	POSITION LOCATION: Alachua County
POSITION #: 3300	SALARY: \$35,360/annually

#### GENERAL DESCRIPTION

The essential function of the position is to assist with the daily operations and support functions of the Alachua County Self Help Center. Primary duties include managing and preparing cases for court hearings and briefing judges, attending hearings and other trial court proceedings, scheduling hearings, and performing related administrative support functions. The Self Help Center serves the public by providing information, resource referrals, and procedural direction to litigants not represented by an attorney. The position works under the general supervision of the Self Help Center Director and is based in Alachua County, but some travel to the other counties comprising the Eighth Judicial Circuit may be required.

#### KNOWLEDGE, SKILLS, ABILITIES

Exceptional written and oral communication skills, with the aptitude to write clearly and concisely, as well as communicate concepts orally with quick resolution to pending issues. Handle, organize and coordinate schedules of various individuals and/or groups on court calendar. The ability to work independently as well as through collaboration to ensure tasks are completed. Be resourceful, able to multi-task, and capable of prioritizing tasks assigned. Proficient in Microsoft Office applications and case management database applications. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court.

#### EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited four-year college or university. Relevant experience may substitute for educational requirement.

#### SALARY AND BENEFITS

Salary is \$35,360/annually. County benefits offered.

#### APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter and resume are required. Please submit these documents via email to [employment@circuit8.org](mailto:employment@circuit8.org), or to Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601. Position is open until filled.

#### 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.