



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: Self Help Center Program Assistant	POSITION LOCATION: Alachua County
POSITION #: 10122	SALARY: \$34,981/annually

GENERAL DESCRIPTION

The Self Help Center, located inside the Alachua County Family and Civil Justice Center, serves the public by providing information, resource referrals, and procedural direction to litigants not represented by an attorney. This position is an essential part of the Self Help Center team, and will serve as the primary point of contact for individuals seeking to access the Center's services, further the Center's mission of providing quality assistance to individuals seeking to navigate the court system, and provide administrative support for the Center's day-to-day activities.

KNOWLEDGE, SKILLS, ABILITIES

Must have strong interpersonal skills and enjoy interacting with people in a high-volume environment. Should be skilled and effective in both written and oral communication. Must be independent, resourceful, organized, and practical. Must be computer literate, and proficient in Microsoft Office applications.

EXAMPLES OF WORK PERFORMED

Acts as initial point of contact for individuals accessing the Self-Help Center both in-person and by telephone. Provides referrals, forms, and information regarding court procedures. Assists with case management and with planning and promoting Self Help Center events. Manages day-to-day office tasks, including mail, e-mail correspondence, order processing, and scheduling.

EDUCATION AND EXPERIENCE

High school diploma or GED required. College degree preferred. Relevant experience may substitute for education.

SALARY AND BENEFITS

Salary is \$34,981/annually. State of Florida benefits offered.

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 Manager, 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.