

# **Administrative/Clerical Assistant**

Office of the State Attorney

Location: 201 SE 6<sup>th</sup> Street  
Fort Lauderdale, Florida 33301  
Base Pay: \$22,621 to 25,700 / Year  
Employee Type: Full-Time  
Education: High School  
Experience: At least 2 years

## **Contact Information**

Contact: Liby Bain – Human Resources Administrator  
Phone: (954) 831-7989

## **Description**

Join the State Attorney's Office team. Entry level Administrative and Clerical Support needed to assist attorneys, coordinate case files, and assist the public. This is complex and confidential work. Full time position – Monday to Friday, 8:00 a.m. to 5:00 p.m.

Entry level staff will be responsible for performing a variety of secretarial and clerical duties while assisting attorneys with routine and detailed tasks related to criminal court proceedings. Duties involve maintaining attorney's calendar, pulling all files for the daily court calendar, as well as reviewing and updating case files using our case management software. Other duties include screening calls, providing information to the general public, managing daily time sensitive mail, and filing motions and orders with the courts.

## **Requirements**

Candidates must have excellent communication skills, office experience, and work well in a team environment. Candidates must be highly motivated, extremely organized, and be able to handle confidential matters with the utmost discretion. We are looking for self-starters who accept challenges, work well under pressure, and require minimal supervision after training. Graduation from a standard high school and two years of secretarial/clerical experience, or an equivalent combination of training and experience. A qualifying typing and data entry test will be administered by our office.

To apply, **please complete the on-line Support Staff State of Florida Employment Application** and submit it along with a cover letter.

The State Attorney, Seventeenth Judicial Circuit, is an *Affirmative Action/Equal Employment Opportunity Employer*.