

## **Entry Level Secretary**

Base Pay: \$22,621 to \$25,700 / Year

Full Time with benefits

### **Description**

Join the State Attorney's Office team. Entry level Secretary 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.

### **Contact Information**

Contact: Liby Bain – Human Resources Administrator

Phone: (954) 831-7989

**To apply, please submit the on-line  
State Attorney's Office Employment Application.**

Human Resources for The Office of the State Attorney is located at:

201 SE 6th Street, Room 07150

Ft. Lauderdale, FL 33301

(954) 831-6955

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