



**MICHAEL J. SATZ
STATE ATTORNEY**

SEVENTEENTH JUDICIAL CIRCUIT OF FLORIDA
BROWARD COUNTY COURTHOUSE
201 SE SIXTH STREET
FORT LAUDERDALE, FL 33301-3360

(954) 831-6955

Administrative/Clerical Assistant
Starting annual salary \$22,621 to \$25,778

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 in house 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.

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 equivalent combination of training and experience. A qualifying typing and data entry test is required.

Please submit a completed State of Florida Application (www.sao17.state.fl.us) to:

Human Resources
State Attorney's Office
201 SE 6th Street, Room 660
Ft. Lauderdale, FL 33301
954-831-6955

Please visit our website at www.sao17.state.fl.us for additional employment information.

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