



**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

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

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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](http://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](http://www.sao17.state.fl.us) for additional employment information.

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