



**MICHAEL J. SATZ
STATE ATTORNEY**

SEVENTEENTH JUDICIAL CIRCUIT OF FLORIDA
BROWARD COUNTY COURTHOUSE
201 SE SIXTH STREET
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*** NOTICE OF AVAILABLE POSITION ***
Legal Secretary/Assistant

Starting annual salary \$22,621 to \$25,778

Do you want to make a difference in your community?

Do you want a rewarding career?

Join the State Attorney's Office team. Entry level Legal Secretary/Assistant. Position involves assisting attorneys, data entry, coordinating case files, high volume phone contact with the public. This is complex and confidential work. Full time position – Monday to Friday, 8:00 a.m. to 5:00 p.m.
North Satellite Office – 1600 W. Hillsboro Blvd., Deerfield Beach

Entry level staff will be responsible for performing a variety of secretarial and clerical duties in assisting Assistant State Attorneys with routine and detailed tasks. Duties involve the performance of secretarial and clerical tasks related to criminal court proceedings, setting up and maintaining attorney's calendar, setting up filing systems for open files, and pulling all files for the daily court calendar. Duties also involve screening calls, providing information to the general public, reviewing files, and preparing the appropriate motions and orders.

Candidates must have excellent communication skills, office experience, typing skills 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 or clerical experience, or an equivalent combination of training and experience. A qualifying typing and data entry test is required.

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

Human Resources for the Office of the State Attorney is located at:
201 SE 6th Street, Room 07150
Fort Lauderdale, Florida 33301
(954) 831-6955

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