



**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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**Receptionist**  
**Starting annual salary \$22,621**

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Join the State Attorney's Office team. Entry level Receptionist position now available. Position will require high volume phone contact and assisting the public with general information in a timely and professional manner. This is complex and confidential work.

Full time position – Monday to Friday, 8:00 a.m. to 5:00 p.m.

This position will be responsible for performing a variety of clerical duties including assisting the public, attorneys and office staff. Duties include high volume phone contact; screening calls and directing them to the appropriate person/division; scanning case file paperwork; data entry; and other clerical tasks as needed.

**Candidate must have excellent communication skills**, general office experience, good typing and data entry skills, and work well in a team environment. Candidate must be highly motivated, extremely organized, and be able to handle confidential matters with the utmost discretion. We are looking for a self-starter who accepts challenges, works well under pressure, and requires 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 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.

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.*