



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

### STATE-FUNDED POSITION

**POSITION TITLE: Senior Secretary – Part-time  
(20 hrs/week)  
MINIMUM SALARY: \$1,081.36/mo.**

**DEPARTMENT: Civil Operations / Foreclosure  
PAY GRADE: 017**

#### **SUMMARY:**

The essential function of the position within the organization is to provide complex clerical support for the Civil Operations Department – Foreclosure Division.

#### **MINIMUM QUALIFICATIONS:**

High School Diploma or GED along with two years of administrative experience or comparable positions within the court system.

#### **ESSENTIAL DUTIES:**

Under the direction of the court, a Senior Secretary will answer phones, process mail and perform a variety of clerical duties for the Civil Operations Manager, with a focus on Foreclosure Case Management. Type correspondence, detailed reports and charts using Excel and Word processing applications. Review foreclosure files; create orders, e-serve/mail orders in compliance with applicable standards, regulations and statutes. Maintain calendars and schedule special set hearings. Establish relationships with state courts system personnel, vendors, judges and non-judicial officers, attorneys and the general public.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

Working knowledge and understanding in judicial proceedings; ability to type 50 w.p.m.; detailed oriented; excellent communication skills; accurate use of the English language, grammar, punctuation and spelling. Proficient with computer applications such as Word, Excel and Power Point. Ability to lift up to 40 lbs.

#### **HOW TO APPLY:**

Interested parties should forward a completed application package to: **Tammy Anton, Chief of Personnel Services, at [CAD-Recruiting@pbcgov.org](mailto:CAD-Recruiting@pbcgov.org)**. The completed package shall include the following:

- Cover Letter
- Resume
- Results from typing test taken within the past 6 months
- State of Florida application form, available at the following link:  
[www.floridasupremecourt.org/employment/application\\_writeable.pdf](http://www.floridasupremecourt.org/employment/application_writeable.pdf)

#### **NOTICE:**

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."**