



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Administrative Assistant II – Family Ties

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 0077

Closing date: Open until filled

Education: Bachelor's degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$20.56HR/\$42,764.80Annually

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/administrative-assistant-ii-family-ties>

Position description

Provide administrative support and assistance to the daily operations of the Court-ordered supervised visitation & monitored exchange program for families involved in Family & Domestic Violence cases. Assist the Program Coordinator and CPS II in overseeing daily operations of the program; perform routine clerical duties; respond to client issues, inquiries and complaints in regard to visitation. Facilitate orientations for new families; prepare weekly list of items/information needed from clients; track and record client payments and fees. This position will require periodic coverage as a weekend observer.

B.S. in social work, psychology, crisis intervention, or related field preferred. Additional relevant experience may substitute for the recommended educational level on a year for year basis. Excellent communication and writing skills required; and proficiency with computers.

Orange County funded with benefits.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities