

**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Administrative Secretary I  
\$28,349.16/year \$13.63/hour

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** Monday-Friday

**JOB LOCATION:** Polk County Courthouse

**General Description:**

The essential function of this position is to provide organizational, secretarial, and administrative support for the Hearing Officers. The position is responsible for office tasks of high responsibility and confidentiality. The position works under general supervision.

**Distinguishing Characteristics of Work:**

**NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

The Administrative Secretary I answers and screens telephone calls to the department, provides allowable information, and resolves issues when possible. The Administrative Secretary I types correspondence, emails, orders and other documents, organizes and files papers, schedules hearings, sending out the necessary notifications. The Administrative Secretary I coordinates the Hearing Officers' schedules and keeps the calendar up to date. The Administrative Secretary I documents and processes incoming correspondence; orders supplies; and performs data entry. The Administrative Secretary I handles documents and information with many details that must be correct.

**Education and Training Guidelines:**

A high school education or GED equivalent is required. Administrative or clerical experience is preferred.

**Knowledge and abilities:**

Knowledge of and ability to use correct English grammar, spelling, and punctuation. Knowledge of and ability to perform basic mathematical operations. Ability to use a personal computer and word processing applications such as Microsoft Access along with

Word, Excel, and Outlook. Ability to organize office procedures. Ability to manage multiple assignments including long and short range projects. Ability to use independent judgment and discretion concerning confidential information. Ability to enter information correctly in documents and programs.

**We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.**

**Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:**

**Stephanie Sullivan  
Human Resources Manager  
Post Office Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-4035  
Fax: (863) 534-4699  
TDD: (863) 534-7777**

**If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.**