

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

OFFICIAL JOB TITLE: **PRE-TRIAL SERVICES
RECEPTIONIST/SWITCHBOARD OPERATOR
\$13.23 per hour, \$27,521.84/annually**

WORK SCHEDULE: **Monday through Friday**

CLOSING DATE: **Open until Filled**

JOB LOCATION: **Polk County Courthouse**

MAJOR FUNCTION:

Receive and document all incoming calls. Routine clerical work that follows well established procedures.

ILLUSTRATIVE DUTIES:

- Receives and documents all client calls.
- Notifies clients of changes of court dates.
- Meets the public, provides non-technical information and explains well-defined rules.
- Screens and refers office callers.
- Takes telephone messages.
- Performs clerical and record keeping duties.
- Checks computer to see what defendant's case numbers are and case progress.
- Assists computer clerk and secretary as needed.
- Ability to scan and index.
- Performs related duties as required.
- Ability to perform other duties requested by the Pre-Trial Director.

KNOWLEDGE, ABILITIES, AND SKILLS:

Must be proficient of business English and spelling. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical tasks readily and adhere to prescribed routines. Ability to respond courteously, efficiently and effectively with employees, and the general public. Skilled in computer (Windows 10) and criminal justice system. Bilingual candidates encouraged to apply.

MINIMUM QUALIFICATIONS:

Graduate of an accredited high school or possess an acceptable equivalency diploma. One year of clerical experience. A comparable amount of training and experience may be substituted for the minimum qualifications.

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 Job 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.