



FLORIDA STATE COURTS SYSTEM

Third District Court of Appeal

JOB OPPORTUNITY BULLETIN

www.3DCA.flcourts.org

DATE: October 6, 2017 **CLOSING DATE:** November 3, 2017
POSITION NO.: 22001479 **POSITION TITLE:** Admin. Assist. II / Bookkeeper
JOB LOCATION: Third District Court of Appeal **SALARY RANGE:** \$36,249.88-\$72,499.76* Annually
Miami, Florida

* Applicants are hired at the minimum of the salary range. Position will be offered subject to Chief Judge approval and availability of salary funding.

This is responsible work providing advanced accounting, fiscal, administrative and clerical support to the Marshal's Office. The Administrative Assistant II monitors financial actions in FLAIR, pre-audits invoices and travel reimbursement requests, obtains bids for purchases, and monitors unit expenditures. Collects and analyzes data for statistical reports and assists in conducting surveys. Composes/drafts and/or types correspondence, memoranda, reports, e-mails, and other documents observing strict confidentiality. Sets up and maintains files, books, records, and other departmental systems of responsibility; provides database updates as required. Gathers and maintains information/data to support periodic and special reports for the area of responsibility; makes copies and distributes to appropriate departments as designated. Performs clerical tasks such as processing incoming mail, performing data entry, filing, faxing, or photocopying. Screens telephone calls and visitors; provides information, resolves issues, directs caller/visitor to proper personnel, takes messages and performs other related duties as required. The Administrative Assistant II also attends technical or professional classes, workshops or seminars to improve technical or professional skills.

EDUCATION AND TRAINING GUIDELINES:

A bachelor's degree from an accredited four-year college or university in accounting, economics, or closely related major and two years of experience in accounting, business administration or related field. Bookkeeping experience is preferred but not required.

Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

KNOWLEDGE SKILLS AND ABILITIES:

Expert knowledge of MS Excel; ability to create and troubleshoot complex formulas and link spreadsheets. Proficiency in MS Word and Outlook.

Ability to perform coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results.

Ability to read journals and manuals, compose reports and business letters using proper format and grammar.

Ability to type 40 correct words per minute. Ability to file materials numerically and alphabetically.

Ability to follow oral and written instructions. Ability to communicate clearly. Knowledge of English grammar, punctuation and spelling. Ability to organize work.

Ability to exercise discretion and confidentiality in handling matters for the Court.

Apply online at <https://jobs.myflorida.com/>, Keyword 22001479. Upload a current and complete [State of Florida Application](#) and verification of required education (i.e., copy of college degree or college transcripts.)

*All positions will be awarded upon the successful completion of background screening.
The Third District Court of Appeal is a Drug Free Workplace.*

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION LISTING THE APPROPRIATE CLASS TITLE AND POSITION NUMBER FOR WHICH YOU ARE APPLYING. YOUR APPLICATION MUST BE RECEIVED BY 5:00 P.M. ON THE CLOSING DATE.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY OR GENETICS.

IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED FOR EACH RESPECTIVE POSITION. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 711.