



**OFFICE OF THE STATE ATTORNEY
10TH JUDICIAL CIRCUIT
STATE ATTORNEY BRIAN HAAS
SERVING POLK, HIGHLANDS, AND
HARDEE COUNTIES**

JOB ANNOUNCEMENT

JOB TITLE:	Clerical Specialist I	CLOSING DATE:	Until filled
DEPARTMENT:	Child Support Enf.	WORK SCHEDULE:	M-F 8AM-5PM
CLASS CODE:	6031	JOB LOCATION:	Bartow
PAY GRADE:	42	FLSA STATUS:	Included
SALARY:	\$31,200.00	RETIREMENT:	Regular
EEO CODE:	06		
POSTING DATE:	4/10/2023		

DISTINGUISHING CHARACTERISTICS OF WORK:

The State Attorney's Office, 10th Judicial Circuit, is accepting applications for the position of Clerical Specialist I. An employee in a position allocated to this class is responsible for performing a variety of clerical duties requiring the exercise of some independent judgment, attention to detail, and accuracy.

ILLUSTRATIVE DUTIES:

Duties involve the performance of clerical tasks related to child support establishment and/or enforcement proceedings. An employee assigned to this class will be responsible for data entry, file and document maintenance, switchboard operations, front desk/mail, and providing information to the general public.

Work is performed under the close supervision of a higher-level supervisor and is reviewed through conferences for the achievement of desired results.

ESSENTIAL JOB DUTIES:

Assignments may be a combination of, but not limited to the following, and/or similar clerical tasks:

- Ability to communicate effectively verbally and in writing;
- Ability to focus and pay attention to detail;
- Ability to operate a computer and other office machinery;
- Ability to plan, organize and coordinate work activities; determine work priorities and ensure completion of assignments; review work for accuracy and quality of content;
- Ability to read and comprehend;
- Ability to read and follow rules, regulations, policies and procedures;
- Announcing and routing visitors;
- Answering and directing incoming telephone calls;
- Assisting other divisions/offices/units;
- Comply with all Public Records statutes and policies;
- Dependable and routine in-office attendance during regularly scheduled business hours;
- Effective and efficient communication skills and ability to interact professionally with other employees, members of the public and stakeholders;
- Efficient typing skills;
- Entering and updating information into office systems;

- Knowledge of office procedures and practices; principles of correct grammar usage and basic arithmetic;
- Perform quality work within deadlines;
- Performing various office miscellaneous duties as required;
- Providing status of cases to callers and/or general information of the office and the court system;
- Receiving/dating/distributing mail and incoming paperwork;
- Serving as office receptionist;
- Work effectively as a team contributor as well as independently

NOTE: 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.

EDUCATION/MINIMUM QUALIFICATIONS:

A high school diploma or equivalency and two (2) years of secretarial experience or an equivalent combination of both can be substituted for required experience.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have and maintain a valid driver license;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;

BENEFITS:

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

POLICIES:

The State Attorney's Office has a harassment-free workplace policy and professional conduct requirement. Employees must practice safe workplace procedures and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

HOW TO APPLY:

Internal applicants are directed to contact the Personnel Director if they wish to be considered in the selection process.

External applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann
Personnel Director
State Attorney's Office
255 North Broadway
Bartow, FL 33830
Telephone: (863) 534-4898
Fax: (863) 534-4820**

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

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

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.