



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

Position: Administrative Specialist

Location: M. C. Blanchard Judicial Building, 190 W. Government Street, Pensacola, Florida

Hourly Rate: \$15.78 - \$26.04, Dependent Upon Qualifications

Job Status: Full-time, non-exempt

Closing Date: November 15, 2018, or until filled

General Description: The Administrative Specialist performs moderately complex professional work involving a range of administrative functions. The position requires the ability to plan and schedule events, organize and prioritize clerical tasks, maintain and process confidential information, adapt quickly to new software applications, and work well with others through communication and camaraderie. The Administrative Specialist is a self-motivated person of professional decorum responsible for balancing assigned tasks with the ability to work with others to accomplish broader goals.

Education and Experience: Graduation from an accredited high school or possession of an equivalency diploma and some college credit is required; a college degree is preferred. A minimum of five (5) years related experience in office work with proficient computer skills is required. Alternatively, any equivalent combination of training and experience that provides the required competencies to perform the job.

Required Knowledge, Skills, and Abilities: A high level of interpersonal skills to handle sensitive and confidential situations and information; Maintain close attention to detail; Use of discretion and the ability to maintain a high level of confidentiality; Utilize constructive criticism; Display a willingness to participate in or lead projects; Plan and analyze work proactively; Accurate proof-reading skills; Work effectively as part of a team or independently without frequent supervision; Demonstrate proficiency with modern office practices, techniques, business English, arithmetic, spelling, grammar, writing and punctuation; Demonstrate proficiency in Microsoft Office applications; Establish and maintain positive and effective working relationships; Maintain a professional atmosphere, including an organized work area; Demonstrate an ability to multi-task as daily priorities change.

Physical demands: The ability to lift at least 30 pounds, sit or stand for extended periods of time, and work at a computer for extended periods of time. Reasonable accommodation will be made for otherwise qualified individual with a disability.

Other requirements:

A person offered a position must pass drug testing and a background check.

To Apply, a signed application and a cover letter describing how your skill set and experience will benefit you in this position, as well as your requested salary must be submitted by one of the following methods:

BY MAIL:

Pam Childers, Clerk of the Circuit Court and Comptroller
Attention: Human Resources
P. O. Box 333
Pensacola, Florida 32591

BY EMAIL: HR@escambiaclerk.com

BY FAX: 850-595-4316