

Sixth Judicial Circuit of Florida

Pasco and Pinellas Counties
Administrative Office of the Courts
Human Resources Department
Tel: 727-453-7165
Email: careers@jud6.org
14250 49th St. North, Suite J1500
Clearwater, FL 33762

Employment Opportunity

Administrative Assistant II - DCR
Position Number: 10015
Location: Pinellas County Justice Center
14250 49th St. N. Clearwater, FL 33762
Application Deadline: July 17, 2026 @ 5pm
Starting Annual Salary: \$40,867.56
[State Benefits Packet](#)

Position Description

This is responsible work performing administrative and clerical duties. The administrative assistant is responsible for interaction with the court, court users, clients and staff, in person, via E-mail, mail, Quick Conference, fax, and telephonically; processing requests for transcripts and audio files; invoicing through Quick Books software; collections; electronic filing; tracking due dates; preparing Excel spreadsheets; drafting letters and memos using Microsoft Word; testing courtroom audio equipment; proofreading for punctuation, misspellings, and transcription and format errors. Work is performed under the supervision of the Digital Court Reporting Manager.

Education, Experience, Licenses, Certifications, and Registrations

- Graduation from high school or possession of a GED
- One year of college or vocational school education in office skills, bookkeeping, computer operation or a closely related field and one year of administrative and or clerical experience; or an equivalent combination of education, training and experience.

Knowledge, Skills, and Abilities

- Knowledge of administrative and clerical procedures, office practices, and recordkeeping systems.
- Knowledge of court reporting operations, transcript processing procedures, and audio file management.
- Knowledge of invoicing, accounts receivable, collections procedures, and financial record maintenance.
- Knowledge of proofreading standards, including grammar, spelling, punctuation, formatting, and transcription accuracy.
- Monitoring deadlines and ensuring timely completion of assignments.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of modern office equipment, practices, and procedures.

How to Apply

All applications must be emailed to careers@jud6.org or by fax at 727-453-7166 and must include a cover letter and resume. The Sixth Circuit application can be downloaded from the Sixth Circuit website. Incomplete applications may not be considered.

ADA Accommodation

If you require accommodation to participate in the application/selection process, please call the ADA Coordinator at (727) 464-7110. The successful applicant will be required to undergo a criminal background check. The Sixth Judicial Circuit of Florida is an Equal Opportunity Employer.