



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY,
INTEGRITY, AND RESPECT.

LOCATION: Lee County
DIVISION: Finance
POSITION TITLE: Travel Coordinator
STARTING SALARY: \$36,400.00, yearly. Paid monthly.

After a successful six-month probationary period, then \$41,645.00, yearly. Paid monthly.

DESCRIPTION:

This unique position is responsible for coordinating the travel needs of the entire agency, providing a one-stop service for our staff's travel needs. Not only does this position coordinate all staff's travel it assists trial assistants with witness travel arrangements and training. All these duties must be completed by the most cost-effective means and in accordance with Florida statutes, administrative code and SAO guidelines. On occasion this position may be required to work after normal working hours or on weekends.

Below is a list of travel functions and processes that this position is responsible for:

- Registrations for Staff including seminars, conferences and the PwP course (for ASAs)
- Coordinate Staff travel needs for lodging, airfare, and rental cars etc.
- Assist Witness Coordination with travel questions, arrangements and training
- Submitting witness travel for payment to the appropriate funding source
- Coordinate timely reimbursement to travelers, outside vendors, and credit accounts
- Request reimbursement from outside agencies when applicable
- Oversee travel coordinated with outside vendors – update hotels and rates as needed
- American Express Credit Card administrator
- Uber and taxicab company administrator
- Maintain travel policies and procedures
- Train staff on BOMS Travel Module
- Travel budgeting and reporting when requested

The position requires someone who has a positive attitude and an eagerness to learn new aspects of our agency.

EDUCATION AND TRAINING:

Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

- Knowledge of routine clerical procedures.
- Must be highly organized, detailed oriented and flexible
- Ability to plan, organize and coordinate work activities
- Able to follow written and verbal instructions
- Ability to read and understand statutes
- Policy Development skills
- IJIS experience preferred

Please email a resume and a SAO Employment Application to: supportstaffapplicant@sao20.org