FLORIDA STATE COURTS SYSTEM
JOB OPPORTUNITY BULLETIN

Internet Address: www.3DCA.flcourts.org

DATE: **June 26, 2009** **CLOSING DATE:** **July 27, 2009**

POSITION NUMBER: **POSITION TITLE**: **Deputy Clerk I (part-time) (M-F, 1:00 p.m. to 5:00 p.m.)**

JOB LOCATION: **Third District Court Of Appeal Miami, Florida** **SALARY:** **$1,100.77 (monthly)**

* Applicants are usually hired at the minimum of the salary range. Appointments above the minimum are contingent on the applicant's qualifications and available salary rate.
Position will be offered subject to approval of the Chief Justice and the availability of salary funding.

This is responsible work performing recurring and detailed tasks for the Clerk of a District Court of Appeal. Working relationships are established with a variety of individuals in the court system and outside such as attorneys, the general public, judges, and judges' staff. Work is performed under general supervision.

EDUCATION AND TRAINING GUIDELINES:

Graduated from a standard high school and three years of legal experience.
A graduate equivalency diploma (GED) may substitute for the high school diploma.
A paralegal degree or certificate may substitute for the legal experience.

KNOWLEDGE SKILLS AND ABILITIES:

Ability to type 40 words per minute. Ability to file materials numerically and alphabetically. Ability to perform courteously with co-workers and the general public. Ability to carry moderately heavy loads of mail or bulky case files (10-30 lbs.). Ability to follow oral and written instructions. Ability to communicate clearly. Knowledge of English grammar, punctuation and spelling. Ability to organize work. Knowledge of court proceedings and which matters are confidential. Ability to exercise discretion and confidentiality in handling matters before the court.

Submit a current and complete State of Florida application to:

Debbie McCurdy, Chief Deputy Clerk
Third District Court of Appeal
2001 S.W. 117th Avenue
Miami, Florida 33175-1716

State of Florida applications are available at the Florida State Employment Office, at the Third District Court of Appeal, or by accessing the website www.flcourts.org.

All positions will be awarded upon the successful completion of a Background Investigation. 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 OR DISABILITY.

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.