FLORIDA STATE COURTS SYSTEM
JOB OPPORTUNITY BULLETIN

Internet Address: www.3DCA.flcourts.org

DATE:	October 7, 2009	CLOSING DATE:	October 19, 2009
POSITION NUMBER:	22-002871	POSITION TITLE:	MARSHAL, Third District Court of Appeal
JOB LOCATION:	Third District Court of Appeal Miami, Florida	SALARY RANGE:	$102,646.68 Annually

* 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.

The Marshal is a constitutional officer whose authority and responsibilities are defined by Article V, Section 4(c) of the Constitution of the State of Florida, and Chapter 35.26, Florida Statutes. Please see the announcement for the position on the court's website (www.3dca.org) for additional information on the various duties of the Marshal.

KNOWLEDGE SKILLS AND ABILITIES:
The Marshal works under the supervision of the Chief Judge in the day to day management of the court pursuant to policies adopted by the active judges of the court. The court's budget is set by legislative appropriation and the court relies on the Marshall to serve as the financial officer of the court. The Marshal's duties also include facility management, court security, human relations, purchasing, accounting, auditing, payroll, recordkeeping, information technology, legislative interaction, public affairs, and ADA/sexual harassment policy coordination. The Marshal will also be involved in overseeing continuing courthouse renovation projects. Professional experience in these areas are highly desirable attributes for the Marshal position, as well as the ability to establish priorities, work well with others, and conduct court business with integrity and confidentiality.

SPECIAL REQUIREMENT: Completion of minimum standards training program approved by the Criminal Justice Standards and Training Commission within the Florida Department of Law Enforcement, training to be completed within one year of appointment.

Submit a current and complete State of Florida application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

Dorothy Munro, Marshal
Third District Court of Appeal
2001 S.W. 117th Avenue
Miami, Florida 33175-1716
Telephone: 305-229-3200 ext. 0

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.