



CLERK OF THE COURT

Email to apply: clerksearch@1dca.org

ANTICIPATED HIRING SALARY

The compensation is fixed by law. The current salary is \$117,483.

ANTICIPATED START DATE

January 1, 2018

POSITION SUMMARY

The Florida First District Court of Appeal seeks applicants for clerk of court, a full-time position located in Tallahassee, Florida. Under Florida's constitution, each district court selects a clerk, "who shall hold office during the pleasure of the court and perform such duties as the court directs." The essential function of the position is to oversee the processing of court documents, both incoming and outgoing. The position is also responsible for overseeing case assignments, case calendaring, scheduling, and numerous other administrative tasks.

The court seeks applicants with strong leadership abilities, attention to detail, and demonstrated commitment to innovation and process improvement. With a continuing shift towards complete electronic case management, the court seeks applicants who can analyze current operational practices and implement changes to improve efficiency without sacrificing quality.

DUTIES

Sections 35.22 through 35.24, Florida Statutes, detail some duties. The clerk's responsibilities also include, but are not limited to the following:

- managing the processing of all court filings, orders, opinions, oral arguments, and case assignments;
- responding to correspondence and inquiries from litigants, attorneys, agencies, media representatives, and other courts, regarding court policies, procedures, and cases;
- administering the court's Case Management System, and identifying areas for improvements and enhancements to case processing and clerk office operation;
- delivering occasional presentations regarding the court's procedures and operations to bar associations, schools, lawyer groups, other tribunals, legislative and executive branch members and staff, and others;
- preparing and delivering to the court certain reports as the court directs; and
- attending court sessions and oral arguments as the court directs.

EDUCATIONAL, EXPERIENCE, AND SKILL REQUIREMENTS

Education: The court seeks applicants with a juris doctorate or advanced degree in a field of management such as judicial administration, public administration, or business administration. Additional relevant experience may substitute for the specified education requirement.

Experience: The court seeks applicants with substantial management experience. The position requires a minimum of four years' management experience, and the court prefers candidates with five years' experience practicing law; working for a court, agency, or similar organization; or comparable military service. The court also prefers candidates who are members in good standing with The Florida Bar.

Skills: The court seeks applicants possessing the following skills:

- abilities to organize, supervise, coordinate, and manage staff engaged in various court administrative and operational functions and tasks;
- abilities in information management systems and evolving technology in judicial/court management, including web-based applications;
- excellent writing skills and the ability to analyze complex legal and factual matters with attention to detail;
- abilities to communicate, cooperate, coordinate, and plan with others to achieve common goals;
- exemplary discretion, judgment, and ability to preserve confidentiality; and
- abilities to make presentations of complex issues to a wide audience.

ADDITIONAL INFORMATION

- The position requires occasional travel, as the court directs.
- The court's operating hours are Monday through Friday, 8:00 am to 5:00 pm (excluding court holidays), but the court expects the clerk to work additional hours as necessary. The clerk is subject to the court's leave policy.

HOW TO APPLY

Submit a cover letter, complete State of Florida Employment Application (available at <http://www.1dca.org/jobs.html>), and résumé in a single pdf document to clerksearch@1dca.org.

The successful applicant will be subject to a background and credit history check.

The court anticipates conducting interviews no later than September 2017 and making a final selection no later than October 2017. Accordingly, applicants should apply as soon as possible and no later than July 17, 2017.

Prospective applicants may submit any questions to clerksearch@1dca.org.

SELECTION PROCESS

The position is open for both internal and external recruitment. The selection committee will interview selected candidates, and the full court may interview one or more finalists. The full court will make the final hiring decision.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, are requested to notify J. Daniel McCarthy, Marshal, First District Court of Appeal, at mccarthyd@1dca.org or (850) 717-8130, in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.