

DEPUTY CLERK POSITION
FIRST DISTRICT COURT OF APPEAL

Deputy Clerk I position available. Graduation from high school or GED + 3 years legal, court, or secretarial experience. Associates degree or other college education may be substituted on a year for year basis. Must be detail oriented with good typing and people skills and have the ability to lift 25 lb boxes overhead. Court and computer experience highly desirable. This is a rare opportunity to join a highly energetic staff of long term court professionals who are known for their outstanding performance and customer service in this, one of the busiest appellate courts in the country. Because of the training time required, only those seeking a long term position should apply. Salary set at minimum for Deputy Clerk I of \$30,764.00 annually. To be considered, applicants must submit a state application and resume as an attachment to an email to jobs@1dca.org or a paper copy mailed to:

Marshal's Office
First District Court of Appeal
State of Florida
2000 Drayton Drive
Tallahassee, FL 32399-0950

CLOSING DATE:
06/23/17 at 5:00 p.m.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer. If an accommodation is needed to participate in the interview process, please call (850) 488-8136 in advance.