

DEPUTY CLERK POSITIONS
FIRST DISTRICT COURT OF APPEAL

Deputy Clerk I position to become available with set salary of \$30,764.00 annually.

Graduation from high school or GED + 3 years legal, court, or secretarial experience highly desired. Must be detail oriented with good people skills. Court experience and experience with Microsoft Word and Adobe Acrobat 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 one of the busiest appellate courts in the country. Because of the training time required, only those seeking a long-term position should apply.

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:
July 11, 2018 at 5:00 p.m.

E.O.E. If an accommodation is needed to participate in the interview process, please call (850) 488-8136 in advance.