



KEVIN EMAS  
CHIEF JUDGE  
VANCE E. SALTER  
IVAN F. FERNANDEZ  
THOMAS LOGUE  
EDWIN A. SCALES, III  
ROBERT J. LUCK  
NORMA LINDSEY  
ERIC WM. HENDON  
BRONWYN C. MILLER  
JUDGES

DISTRICT COURT OF APPEAL  
THIRD DISTRICT  
2001 S.W. 117 AVENUE  
MIAMI, FLORIDA 33175-1716

MARY CAY BLANKS  
CLERK  
VERONICA ANTONOFF  
MARSHAL  
DEBBIE MCCURDY  
CHIEF DEPUTY CLERK  
MARIA E. MIHAIC  
CHIEF DEPUTY MARSHAL

TELEPHONE (305) 229-3200

**JOB OPPORTUNITY ANNOUNCEMENT  
CLERK, THIRD DISTRICT COURT OF APPEAL  
FEBRUARY 1, 2019**

**ANNUAL SALARY:** \$118,483.08

**CLOSING DATE:** 5 p.m., February 22, 2019

The duties of the district court of appeal clerk are delineated by article V, section 4(c) of the Florida Constitution, sections 35.22 through 35.24 of the Florida Statutes, and section 2.210(b) of Florida Rules of Judicial Administration.

The Clerk serves at the pleasure of the Court's Judges and works under the Chief Judge's supervision in the day-to-day management and operation of the Clerk's Office, pursuant to policies adopted by the Judges. The position of Clerk requires oversight of the receipt and processing of documents, including the filing of pleadings, briefs, opinions, records from lower tribunals, and related documents in the court. The Clerk must organize and manage a staff of deputy clerks to accomplish this function. The Clerk also recommends action on certain jurisdictional questions, and gives direction on the entry of court orders pertaining to various procedural motions and pleadings. The Clerk works to improve case management processes and other internal procedures through information technology. The Clerk works independently and will be required to provide reports to the Chief Judge and to the Court.

**OPERATION AND MANAGEMENT OF THE CLERK'S OFFICE:**

- Plan, organize, coordinate and direct the operations of the Office of Clerk of the Third District Court of Appeal.
- Recruit, select, supervise, train, manage and evaluate deputy clerks of court and other professionals. At present, the Clerk supervises a staff of nine who perform the various functions of the office.

- Ensure compliance with policies, procedures, laws and appellate rules for areas of responsibility. Perform and manage clerical function and interpret policies for staff as required.
- Promulgate and implement policies and procedures for the efficient coordination, management and flow of all filings, pleadings, dockets, issuance of court orders and opinions including the determination of action needed on jurisdictional questions and issues.
- Monitor and prepare reports and compilation of statistics pertaining to the receipt, processing, documenting and filing of pleadings, briefs, opinions and related documents submitted to or originated by the Court.
- Interact with and provide information to Judges, other court personnel, trial clerks of courts within the Third District, members of the Florida Bar and their staff and the general public.

### **QUALIFICATIONS:**

- Juris Doctorate or other advanced degree in a field of management such as judicial administration, business administration or public administration.
- Extensive experience in a senior management position in court management, court administration, or other relevant experience may substitute for the specified education requirement.
- Extensive experience in supervising personnel.
- Membership in the Florida Bar is highly desired but not required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of web-based applications required.
- Knowledge of Windows Operating System and programs required.
- Knowledge of methods of legal research preferred.
- Thorough knowledge of the principles and procedures involved in conducting administrative studies and analysis of problems.
- Experience in legal writing including the drafting of orders preferred.
- Ability to organize, supervise, coordinate and manage the activities of staff engaged in a variety of appellate court administrative activities including information technology.
- Ability to express ideas on complex subjects clearly and concisely, orally and in writing.
- Ability to bring the benefits of technology, in broad disciplines, to solve issues and create an environment of collaboration and support for technology vision.
- Ability to establish priorities, produce deliverables under tight deadlines and work well with others.

- Ability to utilize social media to communicate with public, including communication and contact with outside groups on behalf of the Court.
- Ability to conduct Court business with integrity and confidentiality.

## **HOW TO APPLY:**

**Submit a cover letter, complete State of Florida Employment Application ([http://3dca.flcourts.org/Marshal/State%20of%20Florida%20Employment%20Application\\_052714.pdf](http://3dca.flcourts.org/Marshal/State%20of%20Florida%20Employment%20Application_052714.pdf)), and resume in a single pdf document to [3DCAClerkHR@flcourts.org](mailto:3DCAClerkHR@flcourts.org), no later than 5 p.m. on February 22, 2019.**

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

**The Court anticipates conducting interviews and making a final selection by the end of March, 2019.**

**Prospective applicants may submit any questions to [3DCAClerkHR@flcourts.org](mailto:3DCAClerkHR@flcourts.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 Veronica Antonoff, Marshal, Third District Court of Appeal, at [3DCAHR@flcourts.org](mailto:3DCAHR@flcourts.org) or (305) 229-3200, 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 the Florida Drug-Free Workplace Act, Section 112.0455, Florida Statutes.