



**FLORIDA STATE COURTS SYSTEM**  
**Third District Court of Appeal**  
**JOB OPPORTUNITY BULLETIN**

Internet Address: [www.3DCA.flcourts.org](http://www.3DCA.flcourts.org)

<b>DATE:</b>	<b>July 12, 2018</b>	<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
		<b>POSITION TITLE:</b>	<b>Volunteer / Intern Law Clerk</b>
<b>JOB LOCATION:</b>	<b>Third District Court of Appeal 2001 SW 117<sup>th</sup> Ave. Miami, FL 33175-1716</b>	<b>START DATE:</b>	<b>September 10, 2018</b>

**DESCRIPTION**

Volunteer/Intern Law clerk position available for third year law student with exceptional legal research and writing skills and the ability to understand and apply legal principles, statutory and case law, court rules, and rules of procedure. The position also requires the ability to identify legal issues, communicate effectively both orally and in writing, and work well with others. It is further required that the individual filling this internship, understands the need to exercise discretion, confidentiality, impartiality, and honesty in handling all matters before the Court.

This is a Volunteer/Intern opportunity to work under the supervision of the Honorable Norma S. Lindsey.

**MINIMUM QUALIFICATIONS**

Third year law student in an accredited law school required, as well as superior academic credentials.

**REQUIRED APPLICATION MATERIALS**

Submit a cover letter, resume, law school and undergraduate transcript, at least one writing sample to:

**Third District Court of Appeal**  
2001 SW 117th Avenue  
Miami, Florida 33175-1716  
**Attn.: Hilda Hernandez, Appellate Judicial Assistant**  
Email: [hernandezh@flcourts.org](mailto:hernandezh@flcourts.org)

*All positions will be awarded upon the successful completion of a background investigation.  
The Third District Court of Appeal is a Drug Free Workplace and Equal Opportunity Employer.*

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 MARSHAL AT (305) 229-3200 EXT. 0. PERSONS USING A TDD MAY CALL THE MARSHAL THROUGH THE FLORIDA RELAY SERVICE AT 711.