



# FLORIDA STATE COURTS SYSTEM

## Third District Court of Appeal

### JOB OPPORTUNITY BULLETIN

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

<b>DATE:</b>	February 8, 2018	<b>CLOSING DATE:</b>	OPEN UNTIL FILLED
<b>JOB LOCATION:</b>	2001 S.W. 117 <sup>th</sup> Avenue Miami, FL 33175-1716	<b>POSITION TITLE:</b>	Appellate Judicial Assistant
		<b>SALARY:</b>	\$40,868.43 + benefits

This position involves the performance of a variety of administrative, secretarial and clerical work requiring knowledge of appellate court rules and procedures. The judicial assistant must observe high standards of conduct. Work is of a sensitive and confidential nature and it is performed under the general supervision of a District Court Judge.

Applicant must have initiative, good judgment, professionalism, follow-through, ability to multi-task, be able to adapt to fast-changing priorities, have excellent organizational skills, and a strong work ethic. The Appellate Judicial Assistant provides organizational support for the judge's caseload and monitors office activity to ensure efficient workflow. Maintains the judge's calendar; schedules meetings, conferences and telephone calls; coordinates court calendar and calendar events; makes travel arrangements for the judge. Sets up case files; transcribes drafts and finalizes opinions, orders and decisions; prepares summaries; proofreads and transmits opinions/decisions; updates and closes out case files. Maintains files of oral argument briefs of pending cases to be heard by the Court. Performs related work as required.

**EDUCATION AND TRAINING REQUIREMENTS:** Two years of college or vocational school education in office skills, business management, paralegal or a closely related field. Five years of responsible experience as a legal secretary or paralegal; paralegal certificate or law school student/graduate preferred.

**KNOWLEDGE SKILLS AND ABILITIES:** MS Office Suite (Outlook, Word, Excel, PowerPoint); working knowledge of appellate court rules and procedures; thorough knowledge of English, spelling and punctuation; excellent typing skills; excellent interpersonal skills; ability to communicate clearly and concisely, orally and in writing; ability to handle matters before the Court with integrity and confidentiality; ability to operate standard office equipment including personal computers, word processing, data entry applications; ability to work with minimal supervision and recognize and establish work priorities.

**SPECIAL REQUIREMENTS:**

Paralegal certificate or law school student/graduate preferred.

Submit resume to [3dcaHR@flcourts.org](mailto:3dcaHR@flcourts.org) or US mail to: **Veronica Antonoff, Marshal**  
Third District Court of Appeal  
2001 S.W. 117th Avenue  
Miami, Florida 33175-1716

*All positions will be awarded upon the successful completion of a background screening.*

*The Third District Court of Appeal is a Drug Free Workplace.*

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 CONTACT PERSON AT THE NUMBER INDICATED FOR EACH RESPECTIVE POSITION. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 711.