



FLORIDA STATE COURTS SYSTEM

Third District Court of Appeal

JOB OPPORTUNITY BULLETIN

www.3DCA.flcourts.org

DATE:	April 12, 2024	CLOSING DATE:	April 26, 2024
JOB LOCATION:	2001 S.W. 117 th Avenue Miami, FL 33175-1716	POSITION TITLE:	Appellate Judicial Assistant
		SALARY:	\$51,275 + benefits

This position involves the performance of a variety of administrative, secretarial and clerical and organizational support for a District Court Judge in the processing of appeals cases in the district court. 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; tracks case files in and out of the office. 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. Reviews law clerks' work to ensure accuracy of materials prior to product leaving the office; assist law clerk with screening cases assigned for oral argument. 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 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.