



FOURTH DISTRICT COURT OF APPEAL
110 South Tamarind Avenue
West Palm Beach, Florida 33401
www.4dca.org

JOB OPPORTUNITY BULLETIN

Position Title

Deputy Clerk III – Case Operations and Support, Clerk’s Office

(Hybrid In-Person & Remote Work Option May Be Available)

Location

The Court is located across the street from the West Palm Beach Tri-Rail Station and approximately 1/2 mile from the West Palm Beach Brightline Station.

Salary and Benefits

\$51,500.04 per year, plus a comprehensive selection of State of Florida employee benefits including:

- Medical benefits (PPO or HMO) at a monthly cost of **\$50.00 for single coverage; \$180.00 for family coverage, with PPO/HMO HDHP options at a lower monthly cost**
- Life insurance
- Optional coverage including dental and vision care, disability coverage
- Florida Retirement System options
- Vacation and sick leave
- 12 Court paid holidays

For information on the benefits available to State of Florida employees visit:

<http://www.myflorida.com/mybenefits/>.

Job Description

The essential function of the position within the organization is to lead in the processing of appellate case files. The position is responsible for:

- Assisting the Clerk of the Court and the Chief Deputy Clerk with processing incoming filings, office workflow, office administration, drafting correspondence, and running statistical reports
- Serving as a liaison to internal court personnel, other court clerks, and members of the public in the applicable policies and procedures for processing appellate cases pending before the court
- Providing orientation and assisting new court employees, deputy clerks, and judges with functions of the Clerk’s Office

- Assisting with the following case support duties:
 - Creating new appeals and petitions in the automated case management system
 - Docketing incoming electronic and paper filings
 - Issuing court opinions, mandates, and orders
 - Preparing, maintaining, and distributing argument/conference calendars, including assignment of cases to merits panels
 - Handling and scanning, as necessary, incoming mail
 - Maintaining case files and exhibits
 - Processing filing fees
 - Handling paper and electronic copy requests

The position works under the supervision of the Clerk of the Court and the Chief Deputy Clerk. The Deputy Clerk III works professionally with other Clerk's Office personnel, judges, court employees, and the public on a routine basis.

Education and Training Guidelines

Associate's degree in paralegal, legal assistant, law, or a closely related field, and three years of related experience. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Preference will be given to applicants who: (1) hold a bachelor's degree or higher; or (2) have prior experience working in a court setting.

Knowledge, Skills, and Abilities

Experience and proficiency in Microsoft Windows, Microsoft Office, and Adobe Acrobat is essential.

Application Information

Please e-mail a State of Florida Application and a résumé with a detailed employment and salary history to 4thdcaclerk@flcourts.org. **All materials must be submitted in PDF format. Additionally, the subject line of the email must read: Deputy Clerk Application.** For a State of Florida application, please go to: <https://www.4dca.org/About-the-Court/Employment>.

All submissions must contain all necessary materials.

The successful applicant will be subject to a criminal background check.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, genetic information, or disability.

We hire only U.S. citizens and lawfully authorized alien workers.

If you need an accommodation to participate in the application/selection process, please contact Marshal Daniel DiGiacomo at (561) 242-2000.