



**FIFTH DISTRICT COURT OF APPEAL
DAYTONA BEACH, FLORIDA 32114**

Position: Deputy Clerk II

Annual Salary: \$33,512.00

Function:

The essential function of the position is to perform detailed clerical tasks for the Office of the Clerk of Court in the processing of appellate case files. The position is responsible for accepting, docketing, and delivering files and mail, filing closed civil and criminal files, scanning documents as necessary, filing and retrieving civil and criminal records for argument, returning civil and criminal records, and making requested photocopies. Answering phones and handling inquiries and requests made in person also comprise a portion of the function of the position. Other duties as assigned. The position works under general supervision according to procedure; independent thought and reasoning is required. Organization skills are required as the position requires effective prioritization of assigned tasks. Collects, classifies, and formats data and information. Cross-training on the duties of other positions is required so that the qualified applicant can perform all essential duties assigned to him or her.

Knowledge, Skills and Abilities:

Involves the ability to communicate effectively via the written and spoken word. Computer skills are required as the Office of the Clerk of Court is computerized and all attorney-related communications are performed electronically. The competitive candidate will be detail-oriented, have excellent inter-personal skills, and possess the ability to work independently after training.

Education and Training Guidelines:

Associate's degree in law, office skills or a closely related field.

Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Excel spreadsheet training is a plus.

Experience:

Three years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

How to Apply: Submit a current and complete State of Florida application and resume to:

Justine Sierzega, Deputy Marshal
300 South Beach Street
Daytona Beach, Florida 32114

State of Florida applications are available at the Fifth District Court of Appeal, or by accessing the web site: <http://www.5dca.org> Application packages are not accepted by email or FAX.

Closing Date: March 31, 2017

FLORIDA RELAY SERVICE: (Voice) 1-800-955-8770 (TDD) 1-800-955-8771 National Relay Service: 711

If you need an accommodation in order to participate in the application/selection process, please call (904) 947-1544 in advance. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.