

**JOB OPPORTUNITY ANNOUNCEMENT  
SIXTH DISTRICT COURT OF APPEAL  
LAKELAND, FLORIDA**

**Title: Acting Clerk of Court District Court (see description)**

**Salary: \$11,349 (monthly)**

**Closing Date: 07/21/2022**

**Position Summary**

The Sixth District Court of Appeal is a newly created appellate court that will begin operations in January 2023. The Clerk is an executive officer with responsibility for managing the daily operation of the Clerk's office, including case processing, case management, statistical reporting, and custody of official court records. The Clerk is appointed by and serves at the discretion of the judges of the court, working closely with the chief judge and marshal of the court to carry out the responsibilities defined in article V, section 4(c), Florida Constitution; Florida Rule of General Practice and Judicial Administration 2.210(b); Florida Rules of Appellate Procedure; and other applicable rules and statutes.

This successful candidate will be hired as an Acting Clerk by a majority of the judges that will become Sixth District Court of Appeal Judges on January 1, 2023. After January 1, 2023, the judges of the new Sixth District Court will appoint the candidate as Clerk, pursuant to the requirements of article V, section 4, of the Florida Constitution, which provides that the Court shall appoint a Clerk.

The Acting Clerk will be part of the core management team responsible for developing and implementing the operations and procedures necessary to establish an operational district court, reporting to the Interim Chief Administrative Officer until the judges select a Chief Judge.

The Clerk provides leadership, management, and supervision for the operations of the Clerk's Office, including case processing and management; statistical reporting; oversight of filing fee processing; and custody of official records. The Clerk must organize, manage, and train a staff of deputy clerks to accomplish the duties of the Clerk's Office, while optimizing operational efficiency through implementation of best practices and maintaining a culture of exceptional client service. The Clerk maintains records of court proceedings, keeps a docket or equivalent electronic record of all cases brought for review or originating in the court, disseminates orders and opinions of the court, and issues mandates or processes as directed by the court. The Clerk applies statutes, rules, and operational procedures and ensures compliance with policy, procedures, laws, and appellate rules. The Clerk should have a working knowledge of automated computer systems as the position requires active engagement in the design, testing, implementation, and maintenance of information technology related to case management processes. In addition to frequent contact with the public, the Clerk

interacts with all levels of Florida state and federal courts, the Office of the State Courts Administrator (OSCA), The Florida Bar, state agencies, and law schools.

### **Core Responsibilities:**

- Plan, organize, coordinate, and direct the set-up and operations of the clerk's office.
- Recruit, select, supervise, train, manage and evaluate deputy clerks of court. Ensure compliance with policy, procedures, laws, and appellate rules for areas of responsibility. Perform and manage clerical function and interpret policy for staff as required.
- Promulgate policies and procedures for the efficient coordination, management and flow of all filings, pleadings, dockets, issuance of court orders and opinions including the determination of action needed on jurisdictional questions and issues.
- Monitor and prepare reports and compilation of statistics pertaining to the receipt, processing, documenting and filing of pleadings, briefs, opinions, and related documents submitted to or originated by the Court.
- Interact with and provide information to Judges, other court personnel, local clerks of courts within the territorial jurisdiction, members of The Florida Bar and their staff, and the general public.
- Provide strategic leadership to the court and assist the court in designing, testing, implementing, managing, maintaining and enhancing information technology operational needs, including electronic case management systems and e-filing.

### **Qualifications:**

The ideal candidate must be highly qualified with the skills to direct the administration of the Court's judicial functions, a demonstrated knowledge of court operations, and an understanding of the principles and practices of judicial administration. The candidate will also demonstrate proven ability to provide excellent and positive executive leadership and develop a broad organizational vision by setting objectives and strategic planning.

This leader must demonstrate excellent interpersonal skills, tactfulness, diplomacy, and commitment to organizational excellence and learning culture.

The successful candidate will be able to communicate important information appropriately to the intended audience. This person must display the ability to represent the Court's interests in a compelling and successful manner with all audiences.

The successful candidate must be able to conduct court business with integrity and

confidentiality.

A Juris Doctorate from an accredited law school.

Seven years' experience as an attorney; experience in appellate practice is strongly preferred.

Experience in a senior management position in court management or court administration is preferred.

Membership in The Florida Bar is highly desired.

The successful candidate will be subject to a satisfactory background check including, a Level 2 criminal background check, credit history and references check.

**How To Apply:**

Submit a current and complete State of Florida Employment Application, cover letter, and a resume with references to: [6dcahr@flcourts.org](mailto:6dcahr@flcourts.org) You may also inquire to this e-mail address with any questions.

IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CONTACT THE OSCA OFFICE OF HUMAN RESOURCES AT (880)487-0778, AT LEAST SEVEN (7) DAYS IN ADVANCE.

THE STATE COURTS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY.

PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.