



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

---

**JOB OPPORTUNITY ANNOUNCEMENT**

**POSITION TITLE:** Clerk of Court

**SALARY:** \$119,500 annually. A comprehensive selection of State of Florida employee benefits including: membership in the Florida Retirement System, optional enrollment in a subsidized health insurance plan, optional enrollment in life, dental, and disability insurance plans, and paid \$25,000 term life insurance. For more information on the benefits please visit the State of Florida employee benefit site: <http://www.myflorida.com/mybenefits/>.

**EDUCATION:** Graduation from an accredited law school is required as well as ten years' experience as an attorney.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The Clerk of Court reports directly to the Chief Judge and serves at the pleasure of the Court. The Clerk provides leadership, management, and supervision for the operations of the Clerk's Office, including case processing and management; case assignments and calendaring; quality control; statistical reporting; oversight of filing fee processing and banking; and custody of official records. The Clerk must organize, manage, and train a staff of deputy clerks to accomplish the duties of the office, while optimizing operational efficiency through implementation of best practices and maintaining a culture of exceptional client service. The Clerk determines action on certain jurisdictional questions and gives direction on the entry of court orders pertaining to various procedural motions and filings. The Clerk interprets and applies statutes, rules, and operational procedures and ensures compliance with policy, procedures, laws, and appellate rules. The Clerk prepares reports and drafts administrative orders for the Court. The Clerk must understand technology issues at the conceptual level, as the position requires active engagement in the design, testing, implementation, and maintenance of information technology related to case management processes. The Clerk, as the public face of the Court, is integral to the mission and vision of the Court in building trust and maintaining positive relationships with justice system partners and the public.

**HOW TO APPLY:** Submit a State of Florida application, cover letter, and resume to:

Justine Sierzega, Chief 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:** Open until filled, anticipated start date January 1, 2020.

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 (386) 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.