



FOURTH DISTRICT COURT OF APPEAL
110 South Tamarind Ave.
West Palm Beach, FL 33401
(561) 242-2000

JOB OPPORTUNITY BULLETIN

CHIEF DEPUTY CLERK/OPERATIONS MANAGER – CLERK’S OFFICE

Start date is July 2026. Hybrid in-person/remote work option may be available after a training period. Position is open until filled. Applications will be considered on a rolling basis and should be submitted as soon as possible.

Minimum Salary and Benefits

\$79,190.40 per year, plus a comprehensive selection of State of Florida employee benefits. Appointments above the minimum salary may be made pursuant to the State Courts System Personnel Regulations. The State of Florida provides excellent benefits at a low cost including:

- Medical benefits (PPO or HMO) at a monthly cost of \$8.34 for single coverage; \$30.00 for family coverage
- Life insurance
- Optional coverage including dental and vision care, disability coverage
- Florida Retirement System options
- Vacation and sick leave accruals
- 14 Court paid holidays

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

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

Job Description

The Chief Deputy Clerk/Operations Manager, at the direction of the Clerk of the Court, oversees the day-to-day operation and administration of the Clerk’s Office and serves as second-in-command to the Clerk of the Court. The essential function of the position is to assist the Clerk of the Court in overseeing the business of the Court, including case management, case processing, statistical reporting, and custody of official court records. These operations include handling inquiries regarding court policies, procedures, and cases; and managing fiscal, clerical, and administrative functions of the Clerk’s Office. The employee may perform any of the following duties and responsibilities as assigned by the Clerk of the Court:

- Supervises and manages non-attorney and attorney staff, including assisting with selection, training, assigning, and evaluating work; assisting with preparation of employee performance evaluations; and reviewing and approving timesheets and leave requests.
- Ensures compliance with court practices, procedures, laws, and appellate rules; interprets for staff as required.
- Responds to written and verbal inquiries regarding court practices, procedures, and cases from this court’s judges, attorneys, other courts, and self-represented litigants.

- Retrieves and verifies data from the automated case management system to generate internal management, financial, and statistical reports; verifies accuracy of dispositional data in management system, posts case status changes as required.
- Periodically reviews all active cases to monitor progress and ensure compliance with the court's practices and procedures; makes judgments on non-standard filings and pleadings.
- Interacts and exchanges information with State Courts System Information Technology staff, Supreme Court personnel, other DCAs, and lower tribunals.
- Assists the Clerk of the Court in the operation and functionality of the Court's electronic case management, workflow, quality control, and records management systems.
- Performs duties of the Clerk of the Court in their absence.
- Performs other duties as assigned.

Education and Training Guidelines

- Graduate or Bachelor's degree in law, legal studies, business administration, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Six years of related experience, including two years in a supervisory or managerial capacity, and extensive knowledge of operations of the Clerk's Office and the State Courts System. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Knowledge, Skills, and Abilities

Experience and proficiency in Microsoft Windows, Microsoft Office, Adobe Acrobat, Court Case Management and Maintenance Systems, and the Florida Courts E-Filing Portal is essential.

Application Information

Please e-mail 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: Chief Deputy Clerk/Operations Manager Application.**

All submissions must contain all necessary paperwork.

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.