

Chief Deputy Court Administrator

19th Judicial Circuit Court – Indian River, Martin, Okeechobee and St. Lucie Counties

Position Number: 22008618

Salary Range: \$6,968.17 - \$13,936.33 (position starts at the base of the range)

Closing Date: 5:00 pm on May 19, 2017

Applicants must print the Qualifying Questions, answer and attach the completed questions to the front of their packet. The applicant must submit the following:

- Completed qualifying questions,
- A cover letter which details the applicant's supervisory, administrative or managerial experience, and the applicant's understanding of the responsibilities of the Administrative Offices of the Court.
- A current writing sample which describes one and preferably two substantial projects that the candidate developed and implemented in the past 3 years. The writing sample is limited to 500 words, 12 point Times New Roman font, double spaced.
- A resumé,
- Proof of academic degrees and certifications, and
- A completed State of Florida Employment Application.

All of the requested information must be complete and received by 5:00 pm on May 19, 2017 for the application to be considered. Completed documentation may be delivered by USPS, hand or email to:

Thomas A. Genung, Trial Court Administrator
250 NW Country Club Drive, Ste. 217
Port St. Lucie, Florida 34986

HR@circuit19.org

Telephone: 772-807-4370