



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 011-19HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Requests to Fill

DATE: April 4, 2019

The Justice Administrative Commission (JAC) is eager to assist you in meeting your advertising needs. Each year, JAC posts close to 500 Requests to Fill (RTF) for the judicial-related offices (JRO) we administratively serve.

If you have a vacancy to fill and would like to take advantage of the free service through the State of Florida job site <https://jobs.myflorida.com/index.html>, please send jobpostings@justiceadmin.org a completed **Request to Fill Vacancy Form**. The form and additional information can be found on JAC's public website at: <https://www.justiceadmin.com/HR/jobpostings.aspx>. The form is also attached to this memorandum.

[Request to Fill Vacancy Form Instructions](#)

1. Download the Request to Fill Vacancy Form (RTF) or (PDF) from the JAC website and "save as" for new RTF request
2. Complete the RTF or PDF form
3. Using a *separate* Word document, submit the advertisement language
4. Please include:
 - a. the complete name of your office
 - b. how applicants are to apply (through People First or not)
 - c. any special documentation required (e.g., writing sample)
 - d. a description of the position being filled

Submit both the (RTF or PDF) form and the Word document to jobpostings@justiceadmin.org.

Please do not scan the Word document into PDF. The reason for this is that when JAC creates an RTF in People First, we copy and paste the contents of the Word document so that the format carries over into People First. If you provide JAC with a photocopy or a PDF version of the Word document, JAC staff must retype the RTF into People First's system.

If using qualification questions, please include them in the email.

Please note that a common error is to refer to "the Florida Bar Association" in an attorney RTF. The proper name of that organization is simply "The Florida Bar".

Also, be aware that advertisements close at midnight on the date of closing. Therefore, having RTFs close on a Sunday gives applicants a full weekend to prepare and submit their application.

Lastly, in order to comply with re-employment rules, JAC proper is adding the language below to all our postings:

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS at 1-844-377-1888 on how your current benefits may be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.

Unless directed otherwise by your office, this language will be added to *all* job postings through JAC.

If you have any questions or need assistance in the preparation and submission of an RTF, please do not hesitate to contact JAC staff.

Thank you.