



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
 Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
 Executive Director

(850) 488-2415
 FAX (850) 488-8944

www.justiceadmin.org

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MEMORANDUM HR07-2023

To: Agency Administrators
 From: Andy Snuggs, Director of Human Resources
 Subject: Updated Request to Fill (RTF) Form(s)
 Date: May 12, 2023

We appreciate all offices that have been using the People First system for advertisements and hope the number of users will continue to grow. We have attached an updated Request to Fill (RTF) form that we would ask you begin using next week. You will notice that the form(s) has an updated look and extra line for a "Second Location" (we have instructions about the new line below).

We have it in two formats, PDF and Word. We ask if possible to use the PDF format for the details of the position but understand that it might not be possible, hence the reason we have both. We will still require the advertisement(s) language be provided to us via Word.

Please see below updated instructions on how to complete and send an RTF.

Instructions for a *new* RTF

1. Download the Request to Fill Vacancy Form (RTF) from the Justice Administrative Commission website: <https://www.justiceadmin.org/HR/jobpostings.aspx>.
2. Click "save as" to save the form for a new RTF. Please include the word "form" in whatever you save it as. This helps distinguish the form from the body of the RTF.
3. Complete the RTF form information and save.
 - Success Factors allows you to enter more than one location per requisition. The primary city must always be completed. You can complete "secondary city" when:
 - a. there are only two cities, or
 - b. if you want to advertise in all cities. In this situation, enter "all" for the secondary city.
 If you want the RTF posted for more than two locations but not all cities, please list the additional cities in the body of the email.
 - When entering "team members", please make sure to use the names *as they appear in People First* – no nicknames.

- When referencing The Florida Bar, please use its official title which starts with a capital T.
- 4. In a separate Word document, submit the advertisement language. Please include:
 - a. how to apply – *if you are not accepting online applications through People First*
 - b. any special documentation required
 - c. a description of the position being filled
- 5. If you are including qualifying questions, please include them in the body of the email.
- 6. Submit both the RTF form and the Word document to jobpostings@justiceadmin.org.

Instructions for RTF *changes or re-advertisement*

1. If you need to make changes to the RTF, email jobpostings@justiceadmin.org the requisition and/or the position number with the requested changes.
2. If you just want to re-advertise, email jobpostings@justiceadmin.org with the new closing date.
3. Changes to an RTF are limited. If the change cannot be made, JAC will respond to the email requesting a new RTF submission.
4. For either of these requests, do not attach a new RTF form or Word document.

All updates will be added to the JAC website in the coming days.

Please email jobpostings@justiceadmin.org, if you have any questions.

Thank you.