

## **HOW TO APPLY**

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

### **FLORIDA STATE COURTS SYSTEM SECOND JUDICIAL CIRCUIT MAGISTRATE PART-TIME POSITION**

0.50 FTE Magistrate, Position Number 012082, Class Code: 5415  
\$51,185.04 (*position will be hired at the minimum*)

### **GENERAL DESCRIPTION**

#### **Magistrate:**

The Magistrate is a professional, quasi-judicial position, reporting directly to the Trial Court Administrator but also working on behalf of Circuit Judges. The position's essential function is to conduct hearings and make recommendations on matters referred for hearing by circuit judges. The position is responsible for setting referred cases for hearings, conducting hearings, making findings of fact, preparing recommendations, and draft proposed orders for the referring circuit judge's consideration.

The Magistrate may hear matters referred by the circuit judges in one or more of the following divisions: Family, Juvenile, Civil, and Probate (Mental Health).

In addition, the Magistrate may be assigned to one or more of the six counties within the Second Judicial Circuit (Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla), which may require some intra-circuit reimbursable travel.

#### **Education and Training Guidelines:**

##### **Education:**

Juris Doctor degree from an accredited law school is required for this position.

##### **Experience:**

Five years of work experience in the practice of law. Knowledge of the Florida State Courts System preferred, but not required.

##### **Licenses, Certifications, and Registrations Required:**

Must be a member in good standing with The Florida Bar.

#### **Special Comments:**

- A thorough background check will be conducted on all finalists.
- State of Florida full-time employment benefits including health and life insurance, leave accrual, and Florida Retirement System (at 1.6%).
- Position advertised until filled.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.