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.

TRIAL COURT LAW CLERK

Annual Minimum Salary: $45,817.20; Salary 10% below minimum ($41,235.48) if applicant has not passed the Florida Bar.

****The successful candidate will be hired at the minimum salary****

Position Number: 011393

Class Code: 8370

General Description

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues, and/or process criminal and civil appeals. The position is responsible for drafting memoranda, opinions, orders and reports; conducting legal research; reviewing briefs and case files; and advising judges on pending litigation and issues. The position works under general supervision of the Chief Judge or designee.

Education and Training Guidelines:

Juris doctorate degree from an accredited law school.

Licenses, Certifications, and Registrations Required

Membership in the Florida Bar is required within one year of hire.

Examples of Work Performed

Conducts legal research of substantive and procedural legal matters, and drafts/prepares legal documents, such as opinions, judgments, post-conviction orders, memoranda or orders concerning extraordinary writs.

Drafts proposed orders for motions filed in and issues arising during death penalty cases; drafts proposed orders imposing a life-or-death sentence in death penalty cases.

Reviews files, evidence, depositions, pleadings, motions, legal briefs, and memoranda of law, proposed orders and other related documentation in order to advise judges in a variety of legal areas.

Provides immediate legal research and recommendations required by judges conducting court sessions.

Attends staff meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve professional skills; attends hearings as required.

Assists the circuit court appellate division by drafting bench briefs and/or appellate opinions.

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Special Comments:

- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- Membership in the Florida Bar preferred.
- Discretional promotion to Senior Trial Court Law Clerk at the completion of five years.
- Salary 10% below minimum if applicant has not passed the Florida Bar. Salary 10% below minimum: $41,235.48.
- This position is available no earlier than February 28, 2017.

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.