

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 STAFF ATTORNEY

Annual Minimum Salary: \$61,868.92; Salary 10% below annual minimum (\$55,682.03) if applicant has not passed the Florida Bar.

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

Position Number: 009009

Class Code: 8370

General Description

The position is responsible for reviewing briefs and case files; conducting legal research; drafting memoranda, opinions, orders, and reports; and advising judges on pending litigation and issues. This is a high-volume work environment, and the individual needs to be self-motivated and dedicated. The position works under general supervision of the Chief Judge or designee

Education, Experience, Licenses, Certifications, and Registrations:

- Juris doctor from an accredited law school.
- Law review or journal experience and/or advanced research and writing coursework preferred.
- Requires membership in good standing with the Florida Bar or a membership with the Florida Bar within one year of hire.

Knowledge, Skills, and Abilities:

- Possess an interest and strong proficiency in researching, analyzing, and communicating technical legal issues and writing concise and well-reasoned orders.
- Possess a strong attention to detail and superior writing and grammar skills.
- Knowledge of and proficiency in Westlaw or LexisNexis and Microsoft Office Suite.
- Ability to work independently and as part of the staff attorney team.
- Ability to prioritize assignments and produce timely and accurate work product; and

- Ability to handle sensitive and confidential matters in accordance with Court Administration policies, the Rules Regulating Florida Bar, the Florida Statutes, and the Rules of General Practice and Judicial Administration.

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.

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. Membership in the Florida Bar is required within one year of hire.
- Discretionary promotion to Senior Trial Court Staff Attorney at the completion of five years if funding is available.
- Salary 10% below minimum if applicant has not passed the Florida Bar. Annual salary 10% below minimum: \$55,682.03.
- Position open until filled.
- Position available immediately.
- 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.