

HOW TO APPLY

Submit a current and complete State of Florida Employment Application through People First online.

SENIOR TRIAL COURT STAFF ATTORNEY/ TRIAL COURT STAFF ATTORNEY I or II

Annual Minimum Salaries

Senior Trial Court Staff Attorney - \$76,040.16

Trial Court Staff Attorney II - \$64,999.44

Trial Court Staff Attorney I - \$58,499.52 (Salary 10% below annual minimum if applicant has not passed the Florida Bar)

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

Part-time telework may be available after six-month probationary period.

Position Numbers: 22011394

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:

Senior Trial Court Staff Attorney: Graduation from an accredited law school. Membership in good standing with The Florida Bar and five or more years of legal experience.

Trial Court Staff Attorney II: Graduation from an accredited law school. Membership in good standing with The Florida Bar with less than five years of legal experience.

Trial Court Staff Attorney I:

An attorney without professional certification (The Florida Bar) shall be appointed at 10% below minimum salary. Membership in good standing in The Florida Bar is required 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.
- Part-time telework may be available after six-month probationary period.
- Position may be open until filled.
- Previous applicants do not need to reapply.
- 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.