

Closing Date: May 31, 2022

Position Number: 008144, 011113

Position Title: Trial Court Staff Attorney

Job Location: Fourth Judicial Circuit - Jacksonville, FL

Starting Salary Range: \$48,925.25 - \$53,817.78 Annually*

Job Description

The essential function of the position is to conduct and coordinate legal research activities at the trial court level. This is professional and highly responsible work conducting and coordinating legal research activities at the trial court level to assist trial court judges in deciding rulings on a variety of case issues including pre-trial and trial motions, post-conviction relief (3.800, 3.850), prisoner petitions, summary judgments, motions to suppress evidence, discovery, and county court appeals. Draft orders and review briefs. Work involves considerable interpretations and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, and/or administrative law.

Examples of Work

Assist state court judges with reviewing criminal and civil case files; researching legal issues; drafting proposed orders, memoranda, and reports; attending hearings; advising on pending litigation.

Education and Training Guidelines

Education: *Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.*

Graduation from an ABA-accredited law school.

Experience: *Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.*

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

Competencies

Applicants must possess excellent research, writing and communication skills. Have strong organization and time management skills to effectively prioritize pending assignments. Exercise discretion, confidentiality, and honesty in handling court matters. Maintain high ethical and professional standards.

Special Comments

*10 percent less if not yet passed the Florida Bar

The Florida State Courts System offers a comprehensive selection of State of Florida employee benefits: membership in the Florida Retirement System, optional enrollment in a subsidized Health insurance plan, optional enrollment in Life, Dental, and Disability insurance plans, and paid \$25,000 term life insurance. Visit the website [benefits of working for the State of Florida](#).

The Florida State Courts System is a criminal justice agency. The successful applicant will be fingerprinted for the purpose of conducting a criminal history record check. Employment in this position is contingent upon a satisfactory criminal background check.

In accordance with Section 110.205(2)(c), Florida Statutes, positions with the Florida State Courts System (judicial branch) are not covered under the Career Service System.

How to Apply

Submit a current and complete online state employment profile application at the People First State of Florida Jobs website <https://jobs.myflorida.com/>. In addition to a complete State of Florida Employment application, all submissions should include a cover letter, resume, law school transcript, and writing sample not to exceed five (5) double-spaced pages.

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. Your application must be received by 11:59 p.m. on the closing date.

For assistance with using the People First System, contact the People First Service Center at 1-866-663-4735.

For additional information about this position, contact Debra Marchant at 904-255-1022.

To learn more about the Florida State Courts System, visit its website www.flcourts.org.

To learn more about the 4th Judicial Circuit Court of Florida, visit its website <https://www.jud4.org/>.

We are an equal opportunity employer. We do not discriminate on the basis of race, color, religious creed, sex, age, national origin, genetic, disability, or political affiliations.

We hire only U.S. citizens and lawfully authorized alien workers.

If you need an accommodation to participate in the application or selection process, please call the contact person listed above.

Persons using TTY/TDD may call the contact person through the Florida Relay Service at 711 or 1-800-955-8771.