



EIGHTEENTH JUDICIAL CIRCUIT

EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

<u>DATE:</u>	May 31, 2018	<u>CLOSING DATE:</u>	June 29, 2018
<u>POSITION TITLE:</u>	Trial Court Law Clerk	<u>WORKING TITLE:</u>	Staff Attorney
<u>POSITION NUMBER:</u>	#09623	<u>FUNDING SOURCE:</u>	State of Florida
<u>STARTING RATE OF PAY:</u>	\$3,818.10 Fl Bar member/ \$3,436.29 non-member	<u>F.T.E. STATUS:</u>	1.00 (Full-Time)
		<u>OFFICE LOCATION:</u>	Sanford, Florida

SUMMARY OF POSITION RESPONSIBILITIES

Highly responsible position conducting legal research, analysis and writing to assist trial court judges in ruling on criminal, civil, juvenile, probate, appellate, and administrative matters.

EDUCATION AND EXPERIENCE/TRAINING GUIDELINES

Graduation from an accredited law school. Membership in the Florida Bar is preferable. Law school graduates awaiting Florida Bar results or anticipating taking the Florida Bar Exam are encouraged to apply. If the selected applicant is not a member of the Florida Bar at the time of hire, they will be expected to attain membership in the Florida Bar within one year from the date of hire.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of legal principles, statutory and case law, court rules and procedures. Legal research skills. Comprehensive knowledge of legal publications and the ability to use them efficiently in legal research. The ability to grasp, comprehend, and analyze complex legal issues and complicated factual details. Ability to perform exacting work, attentive to issues in matters before the court. Exceptional reading skills. Ability to digest and communicate ideas and concepts orally and in writing. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Ability to work effectively with others, as well as independently

PHYSICAL DEMANDS AND/OR WORKING CONDITIONS

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.

SPECIAL COMMENTS

In order to be considered for this position, all applicants must possess a juris doctorate. (Please do not apply if you are still awaiting graduation from an accredited law school.) Membership in the Florida Bar is required within one year of hire.

APPLICATION
INSTRUCTIONS AND
CLOSING DATE

In order to be considered, a current and complete State of Florida application (*a writing sample, copy of law school transcripts, and if applicable, proof of membership in the Florida Bar*) must be received **no later than 5:00 p.m. on Friday, June 29, 2018**. Please submit application and packet to:

Criminal Justice Center – Seminole County
Court Administration – Eighteenth Judicial Circuit
Attention: Human Resources, Kelly Bierfreund
101 Eslinger Way
Sanford, Florida 32773
(407) 665-4930

Only fully completed and originally-signed applications with any and all required supporting documentation will be considered. Resumes may be attached as supplemental documentation only and will **not** be accepted as stand-alone documents. Any submission that does not meet the listed requirements will be deemed incomplete and not eligible for consideration, and as such will be returned to sender.

If you are selected to be interviewed, you will be contacted by this office, no later than July 13, 2018. If you have not been contacted by this date, you were not chosen to be interviewed and therefore, will receive no further communication from this office. Please be assured that your application received our full attention.

Applications received after 5:00 p.m. on the stated deadline will not be eligible for further consideration, and as such, will be returned to sender.

All information provided will be a public record and will be released upon request, unless exempt or confidential per Florida Statutes or Public Records Exemption rules.

COURT WEBSITE

<http://www.flcourts18.org>

EEO

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious. If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 407-665-4227, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

BACKGROUND CHECK

Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-VERIFY

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free work place. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

AT-WILL EMPLOYMENT

Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.