



EIGHTEENTH JUDICIAL CIRCUIT
REVISED EXTERNAL RECRUITMENT
JOB OPPORTUNITY BULLETIN

POSTING START DATE: July 8, 2024 CLOSING DATE: ~~July 19, 2024~~ July 30, 2024
CLASS TITLE: General Counsel JOB LOCATION: Brevard & Seminole Counties
(Position will have office space in both counties and travel within the circuit will be required.)
POSITION NUMBER: 011918 FUNDING SOURCE: State of Florida
STARTING SALARY RANGE: \$8,159.68 - \$8,576.35 per month F.T.E. STATUS: 1.00 (Full-Time – 40 hrs/wk)

SUMMARY OF
POSITION
RESPONSIBILITIES:

The General Counsel serves as in-house legal advocate and counsel for the Eighteenth Circuit, supporting the Judiciary and Court Administration. This position reports directly to the Trial Court Administrator, as a member of the executive management team. The General Counsel provides legal services to the circuit which may include, but are not limited to:

- Reviewing and responding to public records requests.
- Advising the Court on personnel-related matters.
- Assists in the interpretation and implementation of legislation affecting the courts and personnel.
- Prepares and reviews contracts, administrative orders and other legal instruments for the circuit. Renders opinions relative to substance, form, and propriety.
- Evaluates operational policies and procedures.
- Assist with determining long-range goals for the courts.
- Coordinates legal representation for judges and court staff in litigation involving official duties.
- Assists the Trial Court Administrator with conducting legally sensitive investigations, preparing special reports, and/or assisting in the preparation of training programs for judiciary and staff.

EDUCATION,
EXPERIENCE AND
TRAINING
GUIDELINES:

Juris Doctor degree from an accredited law school is required for this position. Seven years of related work experience, including extensive working knowledge of the Florida State Courts System operations. Requires membership in good standing in The Florida Bar. Direct work experience in the areas of public records request, employment law, and litigation are preferred.

KNOWLEDGE,
SKILLS AND
ABILITIES:

- Extensive knowledge of the legal processes involved in each section of the Florida Court System; knowledge of the business and professional relationships and ethics involved among courts, judges, attorneys and law enforcement agencies.
- Develops and implements legal strategies and policies to ensure the circuit's judicial and administrative decisions and actions are based on sound legal and ethical principles.
- Ability to communicate clearly and succinctly to a variety of audiences using multiple platforms.
- Requires management level responsibility for the formulating and implementing of policies to comply with federal, state, and local regulations, administrative orders, statutes, and laws.
- Attends or conducts staff, committee and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.
- Ability to efficiently organize and prioritize work, meet deadlines, work independently and multi-task.
- Ability to use independent judgment and exercise discretion concerning confidential information.
- Ability to work effectively in a cooperative atmosphere with judges, attorneys, constitutional officers, affiliated agencies, and other legal/court professionals across the state.
- Liaison with governmental and private entities, representing the Eighteenth Judicial Circuit.
- Knowledge of Microsoft applications (Word, Excel, Access and PowerPoint).
- Proficiency in legal research systems such as Westlaw and/or SharePoint.

POSITION TITLE:

General Counsel # TBA

CLOSING DATE: July 19, 2024

WORKING
CONDITIONS:

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; and must be able to transfer up to 10-20 pounds.

DESIRABLE
QUALIFICATIONS:

Experience with the Clerk's online case search systems beneficial. Previous supervisory/managerial experience preferred.

SPECIAL
COMMENTS:

Certification and Special Requirements: Membership in Good Standing in the Florida Bar. Valid Florida State Driver's License required. **Required Documents to be submitted for consideration: Completed State of Florida Application, Cover Letter, Resume, Writing Sample (no more than 10 pages in length), and a copy of the applicant's Florida Bar card.**

APPLICATION
PROCEDURES AND
CLOSING DATE:

To be considered, a current and complete State of Florida application (and supporting documentation, if any) is required and **must be submitted electronically, no later than 5:00 p.m. on Tuesday, July 30, 2024.**

Please submit application (and supporting documentation) electronically: [Click Here to Apply](#)

Fillable State of Florida application: (https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)
Please note, applications need to be completed in full. Applications containing the verbiage "please refer to resume" will NOT be considered.

Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone documents. Any submission for this position that does not meet the listed requirements will be deemed incomplete and not eligible for further consideration. Applications received after the advertised deadline date and time will not be considered for this recruitment.

Individuals selected to be interviewed will be contacted no later than the close of business on August 9, 2024. 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.

COURT WEBSITE:

<https://flcourts18.org/employment-opportunities/>

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 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 321-633-2171, #3, 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 CK

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.

PUBLIC RECORDS

All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. 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.

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 ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.