



Trial Court Staff Attorney

HIRING DETAILS

Position Title:

Trial Court Staff Attorney

Position Number: 008178

F.T.E. Status: Full-Time

Office Location: Remote

Starting rate of pay:

\$64,999 (FI Bar member)

\$76,040 (5 yrs of staff attorney service with the State Courts System/county-funded)

\$58,499 (Non-member)

***Retention of current salaries for employees transferred between circuits may be approved by the chief judge.**

Application Deadline: Open until filled.

BENEFITS

- Paid Leave & Holidays
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- No Cost Basic Life Insurance
- Deferred Compensation Options
- Florida Retirement System (FRS) Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support

Responsibilities

This is a highly professional position that assists trial court judges within the Eighteenth Judicial Circuit by conducting legal research, preparing memoranda of law, drafting proposed orders, and attending court proceedings. Staff attorneys are responsible for analyzing, interpreting, and advising judges on the following matters: criminal (including pre-trial motions, prisoner petitions, and motions for post-conviction relief), civil (including discovery and summary judgment), family, probate/guardianship, appeals (including driver's license suspensions and administrative agency decisions), and other duties as assigned. The successful applicant will demonstrate proficiency in legal research, writing, proofreading, and citations; exceptional attention to detail; the ability to analyze and comprehend statutes, rules, and procedures; the ability to communicate clearly both orally and in writing; the ability to effectively prioritize and promptly complete assignments; and the ability to work effectively with others as well as independently. Work is performed under the general supervision of the Supervising Senior Staff Attorney and judges, and progress is reviewed as required and applicable.

Requirements

Juris Doctor from an accredited law school. Florida Bar membership is preferred upon hire, but must be attained within one year of hire. Knowledge of Westlaw and Microsoft 365. Experience in the area of civil law and/or appellate law, and drafting motions or proposed orders, is preferred.

How to Apply

Please submit the following electronically to

Seminolejobapps@flcourts18.org:

- State of Florida application (link below),
- cover letter,
- 2 writing samples (less than 10 pages each),
- law school transcripts, and
- proof of membership in the Florida Bar, if applicable.

Fillable State of Florida application:

https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf

Applications must 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 applications. Any submission for this position that does not meet the listed requirements will be deemed incomplete and ineligible for further consideration.

To qualify for the Senior Trial Court Staff Attorney status and pay, you must have had 5 years of previous State Courts System or county-funded Staff Attorney experience. Otherwise, the position will be required to be a Trial Court Staff Attorney with a lower pay grade, but at the conclusion of 5 years, the position will be reclassified, and the appropriate pay adjustment will be made.



Equal Opportunity Employer

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 Workplace - 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.