



Senior Trial Court Staff Attorney

DETAILS

Position Title:

Senior Trial Court Staff Attorney

Position Number: 09623

F.T.E. Status: Full-Time

Office Location: Sanford, FL

***Potential for remote work options**

Starting rate of pay:

\$51,557 (FL Bar member)

**\$60,314 (5 yrs of staff attorney
service with the State Courts
System/county-funded)**

\$46,401 (Non-member)

BENEFITS

- Paid Leave
- Paid Holidays
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- Free Life Insurance
- Multiple Deferred Compensation Options
- Florida Retirement Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support

Responsibilities

This is a highly professional, responsible position that assists trial court judges within the Eighteenth Judicial Circuit on a variety of issues in all areas of law including criminal, civil, family, probate, and appeals. You will conduct legal research, prepare memoranda and proposed orders, and attend court proceedings on matters involving motions at the pre-trial, trial, post-trial, and post-conviction stages. You will analyze and advise on complex legal issues regarding summary judgment, dismissal, suppression of evidence, prisoner petitions, discovery, dissolution of marriage, pro se adoptions, and appeals of administrative agency decisions, just to name a few! We are seeking candidates with proficiency in legal research and writing; exceptional attention to detail; the ability to analyze and comprehend statutes, rules, and procedures; and the ability to work effectively with others as well as independently.

Requirements

Juris Doctor from an accredited law school. Florida Bar membership is preferred upon hire, but must be attained within one year of hire.

How to Apply

Please submit the following electronically:

- State of Florida application (link below),
- writing sample,
- 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

[Click Here to Apply](#)

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 status and pay, you must have had 5 years of precious State Courts System or county-funded Staff Attorney Experience, otherwise, the position will be required to be reclassified to a Trial Court Staff Attorney position 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.