

Florida State Courts System

Classification Specification

Classification Title: Trial Court Staff Attorney

Pay Grade: 57

Class Code: 8370

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues; and/or to process criminal and civil appeals. The position is responsible for drafting memoranda, opinions, orders, and reports; conducting legal research; reviewing briefs and case files; and advising judges on pending litigation and issues. The position works under general supervision of the chief judge or designee.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Conducts legal research of substantive and procedural legal matters; drafts/prepares legal documents, such as opinions, judgments, pre-trial orders, post-conviction orders, memoranda, or orders concerning extraordinary writs.
- Drafts proposed orders for motions filed in and issues arising during death penalty cases; drafts proposed orders imposing a life-or-death sentence in death penalty cases.
- Reviews files, evidence, depositions, pleadings, motions, legal briefs, and memoranda of law, proposed orders, and other related documentation in order to advise judges in a variety of legal areas.
- Provides immediate legal research and recommendations required by judges conducting court sessions; attends hearings as required.
- Assists the circuit court appellate division by drafting bench briefs and/or appellate opinions.
- Performs administrative/clerical tasks as needed.
- Attends staff meetings to exchange information.
- Attends technical or professional workshops, seminars, or conferences to improve professional skills.

MINIMUM EDUCATION AND EXPERIENCE 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.

Juris Doctor degree from an accredited law school is required for this position.

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.

None

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

Membership in *Good Standing* in The Florida Bar is required within one year of hire.

COMPETENCIES/RESPONSIBILITIES**Data Responsibility**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts for develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings. Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility

Refers to individuals who have contact with or are influenced by the position.

Counsels, instructs, or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

Communications Requirements

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; makes presentations to high level professional groups.

Complexity of Work

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, scientific, medial, or legal practice to diagnose or define problems, collects data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions/Errors

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact – may affect those in the organization and the general public.

Equipment Usage

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021