

General Magistrate

Program/Dept.:	Family Court Services / Court Services
Class/Working Title	General Magistrate
Location:	DeLand
Position #:	10089
Annual Salary:	\$107,550
Deadline to Apply:	Open Until Filled

Function: This is a professional position responsible for conducting hearings and preparing findings and recommendations for the referring judge's consideration.

- Receive judge's Orders of Referral and conduct legal research in preparation for hearings.
- Conduct hearings in accordance with applicable laws and rules of procedure.
- Reviews motions and case law submitted by attorneys; considers/analyzes information/evidence presented at hearings to make legal determinations and submit written findings and recommendations to judges.
- Attend workshops/trainings and read appellate opinions to ensure knowledge of family law issues is current.

Periodic day travel required (mileage reimbursed at the State rate).
Headquarters subject to change based upon the needs of the Court.

Minimum Requirements:

Juris Doctorate degree from an accredited law school and a member of good standing in the Florida Bar. Five years of experience practicing law, including at least one year of family law.

Knowledge, Skills, and Abilities:

Knowledge of the responsibilities and authority of General Magistrates.
Knowledge of and/or ability to:

- Legal system, court processes and procedures, with an emphasis on evidentiary matters.
- Civil procedure and family law rules.
- Interpret and apply Florida statutes and case law concerning domestic relations (family law).
- Apply child support guidelines and determine appropriate exceptions and modifications.
- Work cooperatively and cordially with court staff, attorneys, and litigants, including pro se litigants.
- Conduct legal research and writing.
- Communicate clearly, both orally and in writing.
- Conduct virtual hearings (independently).
- Proficient in navigating the internet, reviewing electronic case files, and using the Microsoft Office suite (Word, Excel, Outlook, etc.).

This State-funded position is paid monthly and includes the State of Florida benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please apply on the People First website specifically for this vacancy if interested.

<https://jobs.myflorida.com/>

If you require an accommodation to participate in the application/interview process, please contact Israel Gonzalez at 386-313-4561 or igonzalez@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA