

General Magistrate – HALF TIME

Program/Dept.:	Family Court Services
Class/Working Title	Magistrate / General Magistrate
Location Options:	Palatka
Position #:	11066
Annual Salary:	\$53,775
Deadline to Apply:	Open Until Filled

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

- Reviews judges' orders of referral and conducts legal research in preparation for hearings.
- Conducts hearings in accordance with applicable laws, rules and regulations.
- Reviews motions and case law submitted by attorneys; considers/analyzes information presented at hearings to make case determinations in the form of findings and recommendations to judges.
- Attends workshops/trainings and reads 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 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 ability to

- Interpret and apply Florida statutes and case law concerning domestic relations (family law).
- Apply child support guidelines and determine appropriate exceptions and modifications.
- Take evidence.
- Work cooperatively and cordially with court staff, attorneys, and litigants (some of whom are self-represented).
- Follow civil procedure.
- Conduct legal research.
- Communicate clearly.

Ability to use the Internet, Microsoft Word, Excel, and Outlook applications required.

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



How to Apply

Please submit a completed and signed **State of Florida Application and a writing sample** by the deadline. Go to www.circuit7.org, click "Employment," then click "State of Florida Application," or you may call 386-626-6577 to have one sent to you. Applications can be submitted through People First or the completed application from our website may be emailed to igonzalez@circuit7.org. If you wish to print an application from our website, mail it to:

Court Administration – Human Resources

**101 N. Alabama Ave Suite B-206
DeLand, FL 32724**

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez igonzalez@circuit7.org 386-626-6577 with as much notice as possible. We will 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