

GENERAL MAGISTRATE – HALF TIME

Office: General Magistrate / Court Services
Class/Working Title General Magistrate
Location: Palatka
Position Number: 11066
Annual Salary: \$53,775.00
Deadline to Apply: Open Until Filled

Function: This is a professional position that 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 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; and virtual platforms, such as Zoom, is required.

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 are disabled and 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