

Sr. Trial Court Staff Attorney/Trial Court Staff Attorney

Program/Dept.: Sr. Trial Court Staff Attorney

Locations: DeLand

Position #: 8278

Annual Pay:

- Sr. Trial Court Staff Attorney \$60,613/yr
- Trial Court Staff Attorney \$51,557/yr (or \$46,401 if not yet member of FL Bar)
- See below for details

Deadline to Apply: OPEN UNTIL FILLED

Function: Conduct legal research to assist trial court judges in deciding rulings on a variety of case issues including pre-trial and trial motions, post- conviction relief (3.800, 3.850), prisoner petitions, summary judgments, motions to suppress evidence, discovery and county court appeals. Draft orders and review briefs. Work involves considerable interpretation and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, and/or administrative law. Duties may be performed throughout the Circuit. Headquarters subject to change based upon the needs of the Court. Periodic day travel required (mileage reimbursable at the state rate as available). Headquarters subject to change based upon the needs of the Court.

Minimum Requirements for 1) Sr. Trial Court Staff Attorney:

Graduation from an accredited law school and membership in the Florida Bar and 5 years of experience practicing law.

Minimum Requirements for 2) Trial Court Staff Attorney:

Graduation from an accredited law school and membership in the Florida Bar. If not a member of the Florida Bar at the time of hire, pay is reduced to \$46,401/yr and membership is required within one year of hire.

Knowledge, Skills and Abilities:

Knowledge of legal principles, statutory and case law, court rules and procedures, legal research skills. Comprehensive knowledge of legal research tools and the ability to use them efficiently. Ability to reason logically and analytically. The ability to grasp, comprehend and analyze complex legal issues and complicated factual details. Ability to perform exacting work, attentive to issues in matters before the court. Exceptional reading skills. Ability to digest and communicate ideas and concepts orally and in writing. Ability to exercise discretion, confidentiality, impartiality and honesty in handling matters before the court. Ability to work effectively with others.

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 submit a completed and signed **State of Florida Application, writing sample and copy of law school transcripts** by the deadline. Go to www.circuit7.org, click on "Employment" – then click on "State of Florida Application" or you may call 386-626-6561 to have one sent to you.

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 Anne Pierce at 386-626-6561 or apierce@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