

Sr. Trial Court Staff Attorney / Staff Attorney I or II

Program/Dept.: Trial Court Staff Attorneys / Court Administration
Class Title: Sr. Trial Court Staff Attorney / Staff Attorney I or II – Half Time (20 hours/ week)
Location Options: Daytona Beach, DeLand, Palatka or St. Augustine
Position #: 11403
Annual Salary: \$38,020.08/yr (Sr.) / (\$32,499.72/yr Level II) *
Deadline to Apply: Open Until Filled

**If not yet admitted to the Florida Bar, the Staff Attorney Level I position annual pay is \$29,249.76.*

Function: Conduct legal research to assist trial court judges in deciding rulings on a variety of case issues, including pre-trial motions, such as summary judgements, motions to suppress evidence, motions to dismiss, including stand your ground motions, and discovery, as well as post-trial motions, such as capital and non-capital post-conviction relief motions. Draft orders and opinions. Review case files and 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 are subject to change based upon the needs of the Court. Periodic day travel is required (mileage reimbursable at the state rate as available).

Minimum Requirements:

Sr. Trial Court Staff Attorney: An attorney admitted to The Florida Bar with at least five years of legal experience. Membership in good standing in The Florida Bar is required.

Staff Attorney II: Graduation from an accredited law school. Membership in good standing with the Florida Bar and less than five years of experience practicing law.

Staff Attorney I/Law Clerk: Graduation from an accredited law school.

NOTE: If graduation from accredited law school has been achieved and membership in the Florida Bar is not yet accomplished, membership in the Florida Bar must occur within 1 year of hire date or employment will end.

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 & includes the State benefits package. The successful applicant is required to undergo a background check including fingerprinting.



How to Apply

Please include a **writing sample** with your application.

Applications can be submitted through **People First**.

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez igonzalez@circuit7.org 386-313-4561 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