

# Sr. / Trial Court Staff Attorney

<b>Program/Dept.:</b>	Trial Court Staff Attorneys / Court Administration
<b>Class Title:</b>	Sr. Trial Court Staff Attorney / Staff Attorney
<b>Location Options:</b>	Daytona Bch, DeLand, Palatka or St. Augustine
<b>Position #:</b>	9013
<b>Annual Salary:</b>	\$76,040.16(Sr. Staff Atty) / (\$64,999.64 Staff Atty) *
<b>Deadline to Apply:</b>	Open Until Filled

*\*If not yet admitted to the Florida Bar, the Staff Attorney position annual pay is \$58,499.52.*

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

**Staff Attorney:** Graduation from an accredited law school. Membership in good standing with the Florida Bar.

**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** OR a State of Florida application form can be downloaded from [www.circuit7.org](http://www.circuit7.org) and emailed to [igonzalet@circuit7.org](mailto:igonzalet@circuit7.org).

If you are disabled and require an accommodation to participate in the application/ interview process, please contact Israel Gonzalez [igonzalet@circuit7.org](mailto:igonzalet@circuit7.org) 386-313-4561 with as much notice as possible. We will make every effort to accommodate reasonable requests.

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



**SEVENTH**  
JUDICIAL CIRCUIT OF FLORIDA