

# Trial Court Staff Attorney

<b>Program/Dept.:</b>	Trial Court Staff Attorneys / Court Administration
<b>Class/Working Title</b>	Trial Court Staff Attorney / Staff Attorney
<b>Location Options:</b>	Bunnell, Daytona Bch, DeLand, Palatka or St. Augustine
<b>Position #:</b>	8281
<b>Annual Salary:</b>	\$63,724.95 (\$57,352.50 if not yet a member of Bar)
<b>Deadline to Apply:</b>	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 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:

Graduation from an accredited law school. Membership in the Florida Bar is required within 1 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 & 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](http://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 [igonzaalez@circuit7.org](mailto:igonzaalez@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 Tracy Woodman [twoodman@circuit7.org](mailto:twoodman@circuit7.org) 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