



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Trial Court Staff Attorney

STARTING SALARY: \$48,925.20/annually

***\$44,032.68* If awaiting membership in the Florida Bar.**

DEPARTMENT: Court Administration

PAY GRADE: 57

POSITION NUMBERS: 22011420

SUMMARY:

The Fifteenth Judicial Circuit is seeking Staff Attorneys to work closely with judges as assigned to provide legal support to the judiciary in areas including case management, pending litigation and issues, and/or process criminal and civil appeals. This position is responsible for drafting memoranda, opinions, orders and reports; conducting legal research; reviewing briefs and case files; and advising judges on pending litigation and issues. This position is based in downtown West Palm Beach, but may require travel to the North and South County branches.

The State of Florida provides excellent benefits at a low cost including:

- Medical benefits (HMO/PPO) at a cost of \$50.00 single coverage; \$180.00 for family coverage
- Life Insurance provided by the State of Florida
- Optional coverage including dental and vision care, disability coverage
- Florida Retirement Plan options
- Vacation and Sick Leave accruals
- 13 Court paid holidays

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school and membership or expected membership in the Florida Bar; Exceptional writing skills; Well-rounded understanding of many areas of law, court procedures, court systems, and judicial rules.

ESSENTIAL DUTIES *(the omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification):*

The person in this position will perform legal research before the court and advise judges and other members of the legal team on the facts of a case prior to the oral argument. Draft concise, well-researched opinions, bench memoranda and other legal documents; participate in the formation of case law. The candidate selected will verify cited legal authority and draft a variety of legal documents including trial briefs, memoranda and orders. They must keep abreast of changes in the law; review complaints, petitions, motions, or pleadings. This position involves interacting with other Judges, Clerk of Court staff, attorneys, law enforcement personnel, courtroom security, social services, witnesses, and the general public.

KNOWLEDGE SKILLS AND ABILITIES:

Exceptional written and verbal communication skills. Proficient in a technologically driven environment with intermediate to advanced computer skills. Knowledge of court procedures and legal terminology. Must be highly organized; demonstrate close attention to detail and the ability to work in stressful situations. Effectively prioritize assignments. Must have a demonstrated ability to interact with a diverse set of people in

an open and friendly manner. Ability to maintain confidentiality. If not a member of the Florida Bar, the selected candidate must sit for the February 2022 Florida Bar Exam.

COVID-19 PRECAUTION(S):

- Use of court-issued personal protective equipment is required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

HOW TO APPLY:

Interested parties should electronically submit an application package consisting of a:

- Cover letter
- Resume
- College and law school transcripts (official or unofficial)
- Writing sample not to exceed five (5) pages
- State of Florida Application available at:
<https://www.15thcircuit.com/sites/default/files/files/jobDocuments/StateOfFloridaApplication.pdf>

The application package must be submitted to: **Chief of Personnel, Tammy Anton**, at CAD-Recruiting@pbcgov.org.

NOTICE:

Incomplete applications will not be considered. **Applications will continue to be received until filled.** Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate against any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”