



# FLORIDA STATE COURT SYSTEM

## Third District Court of Appeal

### Job Opportunity Bulletin

3DCA.flcourts.gov

**Position Title:** Appellate Staff Attorney

**Opening Date:**

April 26, 2024

**Closing Date:**

May 10, 2024

**Job Location:** 2001 SW 117th Avenue  
Miami, FL 33175

**Starting Salary:**

\$65,904- \$84,070

Annually+Benefits (\*)

#### Description

Appellate Staff Attorneys in the Central Staff Unit serve as the lawyers for the Court and service each of the ten (10) judicial chambers. As the central staff attorneys serve as the lawyers to the judges and assist with emergencies and other important matters, the position is in-person.

The Appellate Staff Attorney position is an excellent way for attorneys to become familiar with state court practice and procedure, on an appellate level, by working with appellate judges, central staff attorneys, and the Clerk of the Court.

This position provides a broad exposure to a variety of legal subject areas – allowing for the strengthening of research, writing, and oral communication skills, while gaining in-depth insight into the process of judicial decision-making. Appellate staff attorneys interact with, and learn from, seasoned court staff; attend judicial proceedings, periodic in-house “lunch & learn” sessions and training seminars.

This professional and highly responsible position requires exceptional legal research and writing skills. Equally important are knowledge of statutory and case law, court rules and procedures, electronic research capability, and the ability to identify legal issues and communicate efficiently, both orally and in writing.

Under the supervision of the Director of Central Staff, appellate staff attorneys assist various judges with processing cases: analyzing legal issues, summarizing legal arguments, and drafting legal memoranda. The staff attorneys also work closely with the Clerk’s Office, reviewing incoming cases and filings, at various stages in the proceedings.

**Prior applicants need not reapply.**

## Qualifications

- Juris Doctor degree from an accredited law school expected by June 2024.
- Member of Florida Bar in good standing at the time of hire or within one year after hire.
- Strong academic record.
- Excellent research, writing, and oral communication skills.
- Law review/journal membership, moot court participation, court system/teaching/research work experience, or commitment to public service preferred.

## Salary:

Starting annual salary is commensurate with years of experience in the practice of law after admission to the Florida Bar:

0-2 yrs.: \$ 65,904

2-5 yrs.: \$ 74,738

5+ yrs.: \$ 84,070

Graduating 3Ls and recent law school graduates will be hired at \$65,904 annually.

**(\*) We offer a complete benefits package including health care, dental, vision, retirement, deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, vacation, and sick leave.**

## How to apply:

Submit a cover letter, resume, law school transcript, at least one writing sample, and a completed [State of Florida Employment application](#) to:

**Maria Arias-Morgado, Director of Central Staff**

Third District Court of Appeal

2001 SW 117th Avenue

Miami, Florida 33175-1716

Email: [morgadom@flcourts.org](mailto:morgadom@flcourts.org)

*The position is subject to a successful completion of a background investigation. The Third District Court of Appeal is a Drug Free Workplace and Equal Opportunity Employer.*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED FOR EACH RESPECTIVE POSITION. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 711.