

ADMINISTRATIVE OFFICE OF THE COURTS
JOB ANNOUNCEMENT

Official Job Title: **Trial Court Staff Attorney (Legal Clerk)** - Office of the General Counsel (State OPS Funded)
Unit Name: Law Clerk Program (Trial Staff Attorneys)
Division: Court Support
\$26.77 - \$29.74 HOUR (State Funded) (FULLTIME) + Benefits
40 hours
Occupation Code: Trial Court Staff Attorney
Working Title: Legal Clerk

To apply for this position, visit: <https://www.jud11.flcourts.org/General-Information/Job-Opportunities>

Hourly rate is Non-Negotiable. The successful candidate will be hired at the minimum hourly rate. The position is currently funded until June 30, 2024. Funding for this position beyond June 30, 2024 is subject to approval. The following application materials are required: • cover letter; • resume; • names, phone numbers, email addresses, and relationships of two professional references and; • legal writing sample not exceeding 5 pages. These materials must be uploaded by September 25, 2023. Only completed applications with supporting documents will be considered. Receipt of an application does not guarantee an interview.

Description:

The Trial Court Law Clerk Program is an excellent way for attorneys (especially graduating 3Ls and recent law school graduates) to become familiar with state court practice and procedure by working with different trial judges in different court divisions. The program is designed to allow Trial Court Law Clerks the opportunity to obtain broad exposure to a variety of legal subject areas; strengthen research, writing, and oral communication skills; gain in-depth insight into the process of judicial decision-making; interact with, and learn from, seasoned court staff; attend judicial proceedings, periodic in-house "lunch & learns," and trainings; learn about various judicial programs and services offered in the Circuit; and become involved with the legal community and bar associations in Miami-Dade County.

The primary function of Trial Court Law Clerks is to assist county and circuit judges in the disposition of legal issues. The work performed by Trial Court Law Clerks involves considerable interpretation and judgment in the analysis of legal issues arising under the jurisdiction of the county and circuit courts. Trial Court Law Clerks are rotated through different court divisions and exposed to various areas of law, including civil, criminal, juvenile, probate, family, and domestic violence.

Working contacts are established with judges and other trial court personnel. Work is performed and reviewed under the general supervision of a Supervising Staff Attorney.

Work will be performed in-person/on-site at a courthouse location. This position is eligible for a hybrid remote work/onsite schedule after a 90-day period, as outlined by existing Circuit policies and procedures.

Term:
Two-year term.

Working Conditions:

Moderate noise; business office setting.

Physical Demands:

Work involves a significant amount of standing, walking, sitting, talking, listening, balancing, stooping, and reaching

with hands and arms; must be able to transfer up to 10 lbs.

Qualifications:

- Juris Doctor degree from an accredited law school.
- 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.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of and ability to use word processing software such as Word; must have sufficient typing ability to produce own memos, orders, etc.
- Ability to conduct legal research, including proficiency in the use of legal publications and on-line services, such as Westlaw and/or Lexis.
- Ability to understand and apply legal principles, statutory and case law, court rules and procedures.
- Ability to reason logically and analytically.
- Ability to grasp, comprehend, and analyze complex legal issues and complicated factual details.
- Ability to perform exacting work.
- Ability to communicate ideas and concepts effectively and succinctly, both orally and in writing.
- Ability to exercise discretion, confidentiality, impartiality and honesty in handling matters before the court.
- Ability to work effectively with others and/or to work independently.

For candidates who have graduated from an accredited Law School, but have not passed the Florida Bar, the salary will be 10% below the minimum, which will change to \$26.77 hourly.

Responsibilities:

Responsibilities include, but are not limited to:

- Researches substantive and procedural matters.
- Prepares legal documents, including memoranda of law and proposed opinions, judgments, and orders.
- Reviews case files, evidence, depositions, pleadings, motions, legal briefs, memoranda of law, proposed orders, and other related documents to advise judges in a variety of legal areas.
- Provides immediate legal research and recommendations required by judges conducting court sessions.
- Attends staff meetings; professional workshops, seminars or conferences; and judicial proceedings as required.
- Prepares and presents appellate bench memoranda and proposed opinions to a three-judge panel.
- Performs other related duties as required.

Licenses Certifications:

Florida Bar membership in good standing at the time of hire, or within one year after hire, is required.