



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN STATE-FUNDED POSTION

**POSITION TITLE:** Supervising Trial Court Staff Attorney  
**ANNUAL SALARY:** \$85,693.26 (annual salary of \$81,415.26  
plus competitive area differential pay of \$4,278.00)

**DEPARTMENT:** Court Administration

**This position will be stationed at the Main Judicial Complex**  
**[205 North Dixie Highway, West Palm Beach, Florida 33401](#)**

### SUMMARY:

The Fifteenth Judicial Circuit seeks a Supervising Senior Trial Court Staff Attorney (Supervisor). This position is based in downtown West Palm Beach, but may require occasional travel to the North and South County branches. **This position is eligible for the Circuit's remote work program, which permits two remote work days per week.** The Supervisor will manage other staff attorneys while also conduct legal research and writing. This is demanding, professional, and highly responsible work.

Supervision duties include training, assigning and evaluating work of junior staff attorneys, counseling judges, and ensuring that deadlines as assigned are met. Must ensure quality work product from staff. Provides guidance to staff attorneys, as needed, in researching, interpreting, and applying legal principles of the most complex nature within the assigned work area. Reviews, edits, analyzes, discusses, and provides final approval for written work of attorneys on a regular basis and as needed. Monitors workflow to identify and address potential workload issues and to ensure performance goals are met. Supervisor monitors and reports on the status of the department's backlogged cases and identifies solutions to address backlog and workload issues. Will be responsible for various reports concerning department statistics and other records. Works independently, as well as cooperatively in a team environment. Complete multiple tasks and meet deadlines.

Legal research and writing duties include reviewing case files, researching the law, preparing memoranda and proposed orders in a variety of legal areas brought before the trial court. Supervisor provides legal advice to Judges, General Counsel, and others as may be required.

### ESSENTIAL DUTIES

- Supervision duties include training, assigning and evaluating work, counseling, and ensuring that deadlines as assigned are met.
- Must ensure quality work product from staff.
- Provides guidance to the attorneys, as needed, in researching, interpreting, and applying legal principles of the most complex nature within the assigned work area.
- Reviews, edits, analyzes, discusses, and provides final approval for written work of attorneys on a regular basis and as needed.
- Monitors workflow to identify and address potential workload issues and to ensure performance goals are met.

- Supervisor monitors and reports on the status of the department's backlogged cases and identifies solutions to address backlog and workload issues.
- Will be responsible for various reports concerning department statistics and other records.
- Works independently, as well as cooperatively in a team environment.
- Complete multiple tasks and meet deadlines.
- Legal research and writing duties include reviewing case files, researching the law, preparing memoranda and proposed orders in a variety of legal areas brought before the trial court.
- Supervisor provides legal advice to Judges, General Counsel, and others as may be required.

*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.*

#### **MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES**

Graduation from an accredited law school with excellent academic standing and five years of experience in the practice of law or as a law clerk in an appellate or trial court.

Membership in the Florida Bar.

#### **Preferred:**

- Managerial, administrative, or supervisory experience.
- Law Review, journal, or significant law school writing and editing experience.
- Exceptional writing skills.
- Well-rounded understanding of many areas of law, court procedures, court systems, and judicial rules.

#### **ADDITIONAL INFORMATION**

During the Application Process please upload the following ATTACHMENTS:

- College and law school transcripts (official or unofficial)
- Writing sample not to exceed five (5) pages

#### **HOW TO APPLY:**

Interested parties should apply directly on our site:

<https://www.governmentjobs.com/careers/15thcircuit/jobs/3858755/supervising-trial-court-staff-attorney?page=2&pagetype=jobOpportunitiesJobs>

#### **NOTICE:**

Incomplete applications will not be considered. **Applications will continue to be received until the position is 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 person.

**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 the 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."**