



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

POSITION TITLE: Trial Court Staff Attorney

ANNUAL SALARY: \$65,120.92

\$58,934.03 If awaiting membership in the Florida Bar.*

DEPARTMENT: Court Administration

Position is a two year term and can be renewed.

This is an excellent opportunity to fine-tune your legal research and writing skills and contribute to the furtherance of justice.

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

SUMMARY:

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues, and/or process criminal and civil appeals. The 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.

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:

- 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.

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.

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 upcoming Florida Bar Exam.

HOW TO APPLY:

Interested parties should apply directly on our site:

<https://www.governmentjobs.com/careers/15thcircuit/jobs/3349690/trial-court-staff-attorney?page=2&pagetype=jobOpportunitiesJobs>

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 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."