Employment Opportunity

Senior Trial Court Staff Attorney
Position Number: 8924
Application Deadline: Open until filled.
Starting Annual Salary: $57,235.62

The position is responsible for reviewing briefs and case files; conducting legal research; drafting memoranda, opinions, orders, and reports; and advising judges on pending litigation and issues. This is a high-volume work environment, and the individual needs to be self-motivated and dedicated. The largest portion of a staff attorney’s assignment focuses on pro se postconviction motions. This position involves very little courtroom exposure and requires an individual who enjoys research and writing.

Education, Experience, Licenses, Certifications, and Registrations:
- Juris doctorate from an accredited law school.
- Law review or journal experience and/or advanced research and writing coursework preferred.
- Five years of experience in the practice of law or as a staff attorney in an appellate or trial court.
- Member in good standing with the Florida Bar.

Knowledge, Skills, and Abilities:
- Possess an interest and strong proficiency in researching, analyzing, and communicating technical legal issues and drafting concise, well-reasoned orders;
- Possess strong attention to detail and superior writing and grammar skills;
- Knowledge of and proficiency in Westlaw or LexisNexis and Microsoft Office Suite;
- Ability to work independently and as part of the staff attorney team;
- Ability to prioritize assignments and produce timely and accurate work product; and
- Ability to handle sensitive and confidential matters in accordance with Court Administration policies, the Rules Regulating Florida Bar, the Florida Statutes, and the Florida Rules of Judicial Administration.

How to Apply: All applications must be submitted through the People First website listed below, and include a cover letter, resume, self-edited writing sample (of no more than ten pages), and law school transcript. **Incomplete applications may not be considered.** The People First website is as follows: [http://peoplefirst.myflorida.com/peoplefirst](http://peoplefirst.myflorida.com/peoplefirst)

Accommodation: If you require accommodation to participate in the application/selection process, please call Lisa Butler at (386) 754-7107. Persons using a TDD may call the contact person through the Florida Relay Service at (800) 955-8771. The successful applicant will be required to undergo a criminal background check. The Third Judicial Circuit of Florida is an Equal Opportunity Employer.