

# VACANCY ANNOUNCEMENT

## FOURTEENTH JUDICIAL CIRCUIT



**Position:** Trial Court Law Clerk - 3 positions  
**Position #:** TBD  
**Salary:** \$3,616.95 Monthly  
**Location:** Bay County

### GENERAL DESCRIPTION

The essential function of the position 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. The position works under the general supervision of the Chief Judge or designee.

### EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ▶ Conducts legal research of substantive and procedural legal matters and drafts/prepares legal documents, such as opinions, judgments, post-conviction orders, memoranda, or orders concerning extraordinary writs;
- ▶ Drafts proposed orders for motions filed in and issues arising during death penalty cases; drafts proposed orders imposing a life-or-death sentence in death penalty cases;
- ▶ Reviews files, evidence, depositions, pleadings, motions, legal briefs, and memoranda of law, proposed orders, and other related documentation in order to advise judges in a variety of legal areas; and
- ▶ Provides immediate legal research and recommendations required by judges conducting court sessions.

### EDUCATION

Juris doctorate degree from an accredited law school.

### EXPERIENCE

None.

### LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED

Membership in the Florida Bar is required within one year of hire.

### COMMENTS

- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application, please contact the person at the number indicated below. TTY users may call the contact person through the Florida Relay Service at 1-800-955-8771.

**SEND AN ORIGINAL AND FOUR (4) COPIES OF A CURRENT STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:**

Robyn H. Gable  
Court Administration  
P. O. Box 1089  
Panama City, FL 32402-1089

Phone: (850) 747-5338

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***Closing Date:  
Open Until Filled***