

# VACANCY ANNOUNCEMENT FOURTEENTH JUDICIAL CIRCUIT



**Position:** Sr. Trial Court Staff Attorney  
**Position #:** 22008649  
**Salary:** \$6,212.43 Monthly

## GENERAL DESCRIPTION

The essential function of the position within the organization is to conduct and coordinate legal research activities at the trial court level. This position assists trial court judges on a variety of case issues including pre-trial and trial motions, post-conviction relief (3.800, 3.850), prisoner petitions, summary judgments, motions to suppress evidence, discovery, and county court appeals; drafts orders; and reviews briefs. The assigned work involves considerable interpretations and judgment in the analysis of legal issues in the areas of criminal, civil, appellate, and/or administrative law. This position works under the 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.)

- May direct and supervise staff and/or law student interns, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.
- Reviews files, evidence, depositions, pleadings, motions, legal briefs, memoranda of law, proposed orders, and other related documentation in order to advise judges in a variety of legal areas.
- Assists with case management, pending litigation, and other issues; attends court hearings and trials, as directed.
- Conducts research of substantive and procedural legal matters; drafts/prepares documents, such as opinions, judgments, post-conviction orders, orders concerning extraordinary writs, or memoranda.
- Provides legal advice to judges and Trial Court Administrator on policy matters and issues of circuit-wide impact.
- Serves as liaison for the area of responsibility with the Clerk of Court, law school, and volunteer groups seeking internships and information regarding the courts.
- Tracks work production of staff attorneys; compiles written report, including numbers and types of files processed for each judge by the attorneys.
- Manages administrative/clerical tasks, including, but not limited to, preparing legal educational materials; teaching classes/conducting trainings; administering department budget; or preparing correspondence.
- Attends and conducts staff, committee, and other professional meetings to exchange information.
- Attends technical or professional workshops, seminars, and conferences to improve professional skills

## EDUCATION

Juris doctorate degree from an accredited law school.

## EXPERIENCE

Five years of work experience in the practice of law or as a law clerk in an appellate or trial court.

## COMMENTS

- ◆ The successful applicant will be subject to a criminal background check.
- ◆ If you need an accommodation to participate in the application process, please call the contact person at the number below. TTY users may call the contact person through the Florida Relay Service at 711.

**SEND AN ORIGINAL 14TH JUDICIAL CIRCUIT OR STATE OF FLORIDA APPLICATION, VERIFICATION OF EDUCATION, AND WRITING SAMPLE TO THE CONTACT BELOW:**

Human Resources  
Court Administration  
P. O. Box 1089  
Panama City, FL 32402-1089

Email:  
HumanResources@jud14.flcourts.org

Phone: (850) 767-3550  
Website: www.jud14.flcourts.org

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