

VACANCY ANNOUNCEMENT FOURTEENTH JUDICIAL CIRCUIT



Position: Magistrate
Position #: 22011095
Salary: \$7,737.67 Monthly
Location: Jackson County

GENERAL DESCRIPTION

The essential function of the position is to conduct hearings and make recommendations on matters referred for hearing by judges. The position is responsible for setting referred cases for hearing, conducting hearings, making determinations on cases, and preparing findings and recommendations for the parties and referring judge's consideration. 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.)

- ▶ Reviews judge's orders of referral and conducts legal research in preparation of family law, dependency, truancy, and other civil cases;
- ▶ Schedules cases and conducts hearings in compliance with applicable regulations and laws; gathers data in the form of documentary evidence and testimony;
- ▶ Reviews reports and recommendations submitted by attorneys and considers/analyzes related research and information presented at hearings to make case determinations in the form of a recommended order to the courts; and
- ▶ Prepares case report and recommendations with accompanying orders for referring judge's signature at the conclusion of hearings.

EDUCATION

Juris doctorate degree from an accredited law school.

EXPERIENCE

Five years of experience in the practice of law, including one year in family law.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED

Requires membership in good standing in the Florida Bar.

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 listed below. TTY users may call through the Florida Relay Service at 711.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, gender, national origin, genetics, veterans' status, disability, or any other status protected under federal, state, or local law.

SEND AN ORIGINAL 14TH JUDICIAL CIRCUIT OR STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:

Doug Williams
Court Administration
P. O. Box 1089
Panama City, FL 32402-1089

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

Closing Date:

November 22, 2022