



Nineteenth Judicial Circuit of Florida

Serving Indian River, Martin, Okeechobee, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

July 1, 2024

POSITION: General Counsel - Position Number #011919

LOCATION: St. Lucie County Courthouse, Fort Pierce, Florida
Position also travels to other locations within the Judicial Circuit.

SALARY: \$107,707.79 annually (Open Until Filled)
Full-Time; benefits package available; FRS Retirement

General Description

The essential function of the position within the organization is to serve as legal advocate and counsel for the interests of the circuit. The position is responsible for staff supervision, providing legal counsel, formulating and implementing policies to comply with statutory and rule requirements, overseeing services and programs, managing fiscal activity, and performing administrative functions, including reporting. The position formulates long range goals for the organization based upon legal requirements; develops policy and position papers; and works with court administration staff, judges, and local government officials.

Education, Experience, Certifications and Special Requirements

Education – Juris Doctor degree from an accredited law school required.

Experience – Seven years of related work experience, including extensive working knowledge of Florida State Courts System operations and governmental affairs. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Certification and Special Requirements – Requires membership in *Good Standing* in The Florida Bar. Valid Florida State Driver's License required.

How to Apply

Applicants should email a **complete** application package of the following materials to HR@circuit19.org

1. Cover letter and resume
2. Three writing samples from within the past two years.
3. State of Florida Application - visit www.circuit19.org/about-courts/employment-opportunities

Application Deadline: Open Until Filled

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

If you are a person with a disability who requires a special accommodation to participate in the application/selection process, please call the Human Resources Department at (772) 807-4370 (option 6)