



Nineteenth Judicial Circuit of Florida

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

Administrative Office of the Courts

JOB ANNOUNCEMENT

- POSITION:** Trial Court Staff Attorney
Position # 011426
- LOCATION:** TBD (either Indian River Courthouse or St. Lucie West Annex Courthouse)
Position also travels to other locations within the judicial circuit.
- SALARY:** Either \$48,925.25 or \$57,235.62 annually
(salary depending upon education and experience)
* Benefits Package available

General Description

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues; and/or to process criminal and civil appeals. The position attends hearings and trials, 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 general supervision of the Trial Court Administrator or designee.

Education and Experience Guidelines

Juris Doctor Degree from an accredited law school is required and be a member in good standing of the Florida Bar.

How to Apply

Interested applicants should electronically submit a complete application package of the following materials to HR@circuit19.org :

1. Cover Letter
2. Resume
3. Copies of law school transcripts (originals may be required upon hire)
4. Three writing samples from within the past two years
5. State of Florida Application - Please visit www.circuit19.org/about-courts/employment-opportunities to download the application.

Application Deadline: Open until filled.

Notice

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)