

## ADMINISTRATIVE OFFICE OF THE COURTS JOB ANNOUNCEMENT

**OFFICIAL JOB TITLE:** TRIAL COURT LAW CLERK  
Office of the General Counsel  
\$43,403.40 - \$82,466.52 + benefits (state funded)

\* **The successful applicant will be hired at the salary minimum.** Current state funded court employees may be eligible for a promotional increase within the salary range if their current salary is above the minimum.

**OCCUPATION CODE NUMBER:** 8370

**WORKING JOB TITLE:** Staff Attorney/Assistant General Counsel

### GENERAL DESCRIPTION:

This is responsible and professional work conducting legal research activities to assist county and circuit trial court judges and general magistrates in deciding rulings on a variety of case issues including pre-trial and trial motions, such as motions to dismiss, motions for summary judgment, and motions to strike; post-judgment (JNOV, new trial) and post-conviction relief motions (3.800, 3.850, 3.851, and 3.853); prisoner petitions; motions to suppress evidence; and various discovery motions. Work involves considerable interpretation and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, juvenile, probate, family, domestic violence, and/or administrative law. Working contacts are established with judges and other trial court personnel. Work is performed under the general supervision of a senior staff attorney, and is reviewed in progress as required and upon completion.

### RESPONSIBILITIES:

- 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.
- Provides immediate legal research and recommendations required by judges conducting court sessions.
- Attends staff meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve professional skills; attends hearings as required.
- Assists the circuit appellate division by drafting bench briefs and/or appellate opinions.

- Drafts orders, reviews briefs, conducts legislative research, and tracks legislation applicable to the court.
- Assists in the Circuit Court Appellate Division by drafting bench briefs and/or appellate opinions.
- May be called upon to assist the Court's General Counsel or Court Administrator by reviewing contracts, or drafting administrative memoranda and orders to promote the efficient administration of justice.
- Performs other related duties as required.

#### **QUALIFICATIONS:**

Graduation from an accredited law school and member in good standing of the Florida Bar; some additional experience may be required.

- Knowledge of legal principles, statutory and case law, court rules and procedures.
- Knowledge of and ability to use word processing software such as WordPerfect and Word; must have sufficient typing ability to produce own memos, orders, etc.
- Ability to conduct legal research including a comprehensive knowledge of and ability to use legal publications and on-line services, such as Westlaw and/or Lexis.
- Ability to reason logically and analytically.
- Ability to grasp, comprehend, and analyze complex legal issues and complicated factual details.
- Ability to perform exacting work.
- Ability to communicate ideas and concepts effectively and succinctly, both orally and in writing.
- Ability to exercise discretion, confidentiality, impartiality and honesty in handling matters before the court.
- Ability to work effectively with others and/or to work independently.

**LICENSE AND CERTIFICATION REQUIREMENTS:** Membership in good standing of the Florida Bar required.

#### **PHYSICAL DEMANDS:**

Work involves a significant amount of standing, walking, sitting, talking, listening, balancing, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

**\*\*Apply with Court application, resume, and short legal writing sample by July 22, 2011.**