

**Board of County Commissioners -
HUMAN RESOURCES DEPARTMENT -
Hernando County, Florida -**

HR Mission Statement

To serve as a source of information and expertise that provides quality customer service for employees and their ever changing needs. The Human Resources Department accomplishes this by providing support, guidance, and mutual respect to all employees.

EMPLOYMENT OPPORTUNITY

Position:	Staff Attorney	Date Issued:	01/17/18
Job Number:	13047	Date Closed:	01/31/18
Department:	Court Administration	Salary Minimum:	\$50,419.20
Division:	Fifth Judicial Circuit	Salary Mid-point:	\$66,040.00

Description:

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues, and/or process criminal and civic appeals. The position 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 Circuit Judge or designee.

Requirements:

Juris Doctorate degree from an accredited law school. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience. Membership in the Florida Bar is required within one year of hire. Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

How to Apply:

ALL APPLICANTS MUST COMPLETE THE BOARD OF COUNTY COMMISSIONERS ON-LINE EMPLOYMENT APPLICATION LOCATED AT WWW.HERNANDOCOUNTY.US/HR.

To apply for this position, please submit a cover letter, employment application, salary requirements and college transcript(s). Copies/unofficial transcripts showing degree awarded, must be attached to your employment application. All degrees must be awarded by an accredited educational institution. If selected, official transcripts should be sent directly from the College/University to Human Resources.