

FLORIDA STATE COURTS SYSTEM

JOB OPPORTUNITY BULLETIN

DATE: February 14, 2018

CLOSING DATE: OPEN UNTIL FILLED
POSITION TITLE: Trial Court Law Clerk

JOB LOCATION: Fifth Judicial Circuit, Brooksville, FL

SALARY: \$3818.10 per-month (10% below this for those who have not passed the Florida Bar) 40 hours per week

Job 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 civil 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 Administrative Judge or designee.

Education and Training Guidelines:

Graduate from an accredited law school with a Juris Doctorate Degree.

**** Successful candidate must be a member of the Florida Bar within one year of hire.**

Knowledge, Skills, and Abilities:

Knowledge of legal principles, statutory and case law, court rules and procedures. Legal research skills. Comprehensive knowledge of legal publications and the ability to use them efficiently. Ability to reason logically and analytically. The ability to grasp, comprehend, and analyze complex legal issues and complicated factual details. Ability to perform exacting work, attentive to issues in matters before the court. Exceptional reading skills. Ability to digest and communicate ideas and concepts orally and in writing. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Ability to work effectively with others.

HOW TO APPLY: Submit a current resume, employment application, verification of required education with transcripts, and three references to:

Robin Hamel, Human Resources Consultant
550 West Main Street
Tavares, FL 32778
(352) 253-1607, rhamel@circuit5.org

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call 352-742-4221. Persons using a TDD may call the contact person through the Florida relay service at 1-800-955-8771.