

**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:	02/10/21
Job Number:	13552	Date Closed:	Open Until Filled
Department:	Court Administration	Salary Minimum:	\$53,643.20
Division:	Fifth Judicial Circuit	Salary Mid-point:	\$70,283.20

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. 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, resume, employment application, and salary requirements.

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION**

Job Title	Staff Attorney	Pay Grade	221	Class Code	O220
Department	Court Administration	Salary Range	\$53,643.20 - \$86,902.40		Annually
Division	Fifth Judicial Circuit	FLSA	Exempt		
Reports to	Circuit Judge/Designee	Revision	October 2020		

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 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.

ESSENTIAL JOB FUNCTIONS:

Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Conducts legal research of substantive and procedural legal matters, and drafts/prepares legal documents, such as opinions, judgements, 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 and conferences to improve professional skills; attends hearings as required. .
- Assists the circuit court appellate division by drafting bench briefs and/or appellate opinions.

Education	Juris Doctorate degree from an accredited law school.
Experience	Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.
Licenses, Certifications or Registrations	<p>Refers to the professional, state, or federal licenses, verifications, or registrations required to enter position.</p> <p>Membership in the Florida Bar is required within one year of hire.</p> <p>Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.</p>

EQUIPMENT USED

Handles machines, tools, equipment or work aids involving some latitude for judgement regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing.

COMPETENCIES:

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral visualizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Counsels, instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percent's.

Communication Requirements:

Involves the ability to read, write and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

ESSENTIAL PHYSICAL SKILLS

Constant: Light physical work with occasional lifting. Good near vision (with or without correction) and good hearing (with or with a hearing aid). Frequent: Sitting, detailed inspection, reading, editing and writing. Able to operate a personal computer.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job the employee will occasionally be exposed to outdoor weather conditions. The noise level for this environment is moderate.

MARGINAL / SECONDARY JOB FUNCTIONS

- Performs other reasonable related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE

DATE