



Marion County Board of County Commissioners

POSITION DESCRIPTION

To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRIAL COURT STAFF ATTORNEY

Department: Court Administration
Pay Grade: 114
FLSA Status: Exempt
Job Class: 2261
Risk Code: 8820

JOB SUMMARY

Responsible for providing professional legal assistance to the Judiciary and support staff and researching various legal matters, case management, pending litigation and issues, and/or process criminal and civil appeals.

ESSENTIAL JOB FUNCTIONS

- Conducts legal research of substantive and procedural legal matters and prepares and drafts various legal documents, such as opinions judgments, post-conviction orders, memoranda, and/or orders.
- Conducts intensive legal research and performs detailed analysis to draft orders in areas of complex litigation, including death penalty, tobacco cases, auto negligence involving commercial motor vehicles, class action lawsuits, construction law, medical malpractice, etc.
- Interprets federal, state, and/or county rules, regulations, statutes, and case law to determine distinctions among them and apply to case specific facts.
- Reviews case files, evidence, depositions, pleadings, motions, legal briefs, memoranda of law, and/or proposed orders in order to advise the Judiciary on issues in a variety of legal areas.
- Participates and/or serves as lead attorney in supporting the circuit court appellate division by drafting bench briefs and/or appellate opinions.
- Assists of a variety of different cases on both civil and criminal dockets simultaneously.
- Provides immediate legal research and recommendations required by the Judiciary during court sessions.
- Prepares for and attends hearings on complex legal cases at the request of the Judiciary.
- Attends staff meetings to exchange information; attends technical or professional workshops, seminars, or conferences to improve professional skills.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Juris Doctor degree from an accredited law school is required for this position.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Member in Good Standing in the Florida Bar is required within one year of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to speak with brevity in a focused manner.
- Ability to read, analyze, and interpret highly complex documents and related materials relevant to litigation, e.g., legislation, legal opinions, case law.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to analyze major organization-wide policies, budgets, procedures, systems, or accounting methods on a continuous basis.
- Knowledge of legal principles, statutory and case law and of court rules and procedures.
- Comprehensive knowledge of legal publications and the ability to use them efficiently.
- Considerable knowledge of the principles, methods, materials, and practices of legal research and writing.
- Knowledge of business English, spelling, and punctuation.
- Skills in professional legal writing.
- Ability to prepare legal memoranda, opinions, legal documents, briefs, resolutions, ordinances, and other legal correspondence.

- Ability to prepare highly complex legal materials in conformance to prescribed standards.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.