



Hernando County, Florida BOCC Senior Staff Attorney

SALARY	\$37.90 - \$46.43 Hourly \$3,032.00 - \$3,714.40 Biweekly \$78,832.00 - \$96,574.40 Annually	LOCATION	Brooksville, FL
JOB TYPE	Full-Time	JOB NUMBER	14523
DEPARTMENT	Court Services	DIVISION	Court Innov / Drug Court
OPENING DATE	08/25/2026	CLOSING DATE	Continuous
FLSA	Exempt	BARGAINING UNIT	N/A

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.

Examples of Duties

The following statements describe the principal functions of this job and its scope of responsibility but shall not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. 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.

Emergency Response

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description. Employees may request an exemption from this requirement by submitting the appropriate exemption form, subject to review and approval.

Typical Qualifications

Minimum Qualifications

- Juris Doctorate degree from an accredited law school.
- 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

- Refers to the professional, state, or federal licenses, verifications, or registrations required to enter position.
- Member of the Florida Bar for at least 5 years
- Must possess and maintain a valid Florida Driver's License or must obtain within 30 days of establishing residency in Florida and be insurable by current insurance carrier, or valid Florida Identification Card is acceptable only for positions not required to drive a county vehicle.

Supplemental Information

Physical Requirements/Work Environment

- Requires sitting most of the day.
- The job involves frequent lifting and carrying up to 10 pounds, and occasionally up to 20 pounds.
- The job requires frequent bending, twisting, and occasional squatting, climbing, kneeling, and balancing.
- The job requires the completion of tasks that involve simple grasping, pushing, pulling, fine manual manipulation, and typing.
- The job requires normal visual acuity and field of vision, depth perception and color vision, hearing, and speaking.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 13

Salary Disclosure: Pay rates are based on policy, education, skill, experience level and internal equity.

PLEASE REVIEW THE MINIMUM REQUIREMENTS ON POSTING AND COMMUNICATE HOW YOU MEET THE MINIMUM REQUIREMENTS IN YOUR APPLICATION/RESUME. MINIMUM REQUIREMENTS MUST BE MET TO BE CONSIDERED.

All applications will be carefully reviewed to evaluate qualifications and overall suitability for the position. The relevance, scope, and length of related work experience, training, and education outlined in the application and resume will be considered during the screening process. Selected applicants will be contacted to participate in interviews. Candidates are encouraged to clearly document all pertinent experience, including relevant knowledge, skills, or abilities gained outside of traditional employment, in the additional information section of the application.

Hernando County Board of County Commissioners (BOCC) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristic as defined by law.

Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.

Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to the BOCC in advance to allow sufficient time to provide an accommodation.

Benefits

Join our team!

Our benefits are designed to enhance your work and life balance, as well as the community we serve.

Hernando County offers a comprehensive benefits package to eligible employees including health care, dental, vision, Florida Retirement System (FRS), voluntary deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and paid time off plans.

To learn more details, visit our benefits page: [Benefits | Hernando County](#)

Employer

Hernando County, Florida BOCC

Address

15470 Flight Path Drive

Brooksville, Florida, 34604

Phone

3527544013

3527544013

Website

<https://www.hernandocounty.us/home>

Senior Staff Attorney Supplemental Questionnaire

*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

*QUESTION 2

How many total years have you been a member of the Florida Bar?

*QUESTION 3

How many total years of supervisory experience do you have?

* Required Question