

JOB ANNOUNCEMENT

EIGHTH JUDICIAL CIRCUIT COURT ADMINISTRATION TRIAL COURT LAW CLERK - #8370

Knowledge, Skills and Abilities: Legal research skills, including electronic research. 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 write clearly and concisely and to communicate concepts orally with quick resolution to pending issues. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Ability to work effectively with others as a team. Must be computer literate and familiar with Word. This position will assist judges with guardianship and probate cases. May work in other areas of law as needed.

Guidelines, Education and Training: Graduation from an accredited law school and membership in the Florida Bar (or awaiting membership in the Florida Bar).

Starting salary is \$3,616/monthly; (\$3,225 is the monthly salary if the law school graduate is awaiting Florida Bar results or prior to taking the Florida Bar exam.)

A State of Florida Job Application, cover letter, resume, copy of law school transcript, and documentation of undergraduate degree (copy of college degree or transcript) are required. Send to Ms. Jan Phillips, Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Ave., Room 410, Gainesville, FL 32601. For special accommodations to participate in the selection process, please call 352-337-6237 (Office & TDD). **This position is open until filled and pending state budget approval.** The successful applicant will be subject to a criminal background check. **EOE.**