



The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

Administrative Office of the Courts

JOB OPPORTUNITY

PART-TIME POSITION

POSITION TITLE: General Magistrate	POSITION LOCATION: Alachua, Gilchrist, Levy
POSITION #: 11069	SALARY: \$41,325.24/annually

GENERAL DESCRIPTION

This position is responsible for setting referred cases for hearing, conducting hearings, making determinations on cases, preparing findings and recommendations, case management of all assigned cases, and other quasi-judicial functions as directed by the Court. The essential function of the position within the organization is to conduct Mortgage Foreclosure hearings in Alachua, Levy, and Gilchrist Counties. This position is based in Alachua County and requires travel to Levy and Gilchrist Counties.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of, and the ability to apply Florida Statutes, Rules of Evidence and Rules of Civil Procedure. Continued familiarity with evolving case law concerning substantive area to be heard. Significant and proven case management and order production abilities. Exceptional written and oral communication skills. Ability to work with wide variety of people, including both attorneys and pro se litigants.

Note: The successful applicant for this part-time position will be permitted to practice law, provided that the practice does not; (1) interfere with the duties as Magistrate, (2) involve litigation of any kind within the six counties of the Eighth Judicial Circuit, or (3) involve foreclosure litigation within the State of Florida.

EDUCATION AND EXPERIENCE

Graduation from an accredited law school, membership in the Florida Bar. At least five (5) years of progressively responsible experience in the practice of law.

SALARY AND BENEFITS

This is a part-time position at 20 hours per week. Salary is \$41,325.24/annually. State of Florida benefits offered based on part-time employment status.

APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter, resume and verification of Florida Bar Membership are required. All required documents must be received by end of business day on Thursday, September 14, 2017. Please submit required documents via email to employment@circuit8.org, or mail to Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601. For special accommodations to participate in the selection process, please call 352-337-6237 (Office & TDD). The successful applicant will be subject to a criminal background check. EOE.