



# The Eighth Judicial Circuit of Florida

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

## Administrative Office of the Courts

### JOB OPPORTUNITY

#### FULL-TIME POSITION

POSITION TITLE: Trial Court Staff Attorney	POSITION LOCATION: Alachua County
POSITION #: 8297	SALARY: \$44,032 - \$48,925/annually

#### GENERAL DESCRIPTION

This is responsible legal work assisting the judiciary with pending litigation, legal issue research, and case management. 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 legal issues. This position may require travel to any of the other counties of the Eighth Judicial Circuit, which include Baker, Bradford, Gilchrist, Levy, and Union. The position may provide assistance in various areas of the law, to include: criminal, probate and guardianship, family, and civil. Assignments will be based on the needs of the circuit.

#### KNOWLEDGE, SKILLS, ABILITIES

Perform exacting work, and be attentive to issues in matters before the court. Work independently as well as collaboratively to ensure tasks are completed. Legal research skills, including electronic research. Exceptional written and oral communication skills, with the aptitude to write clearly and concisely, as well as communicate concepts orally with quick resolution to pending issues. Ability to reason logically and analytically, to grasp, comprehend, and analyze complex legal issues and complicated factual details. Be resourceful, able to multi-task, and capable of prioritizing assigned tasks. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Establish and maintain working relationships with judges, attorneys, and court staff, as well as public and private agencies. Proficient in Microsoft Office applications.

#### EDUCATION AND EXPERIENCE

Graduation from an accredited law school and membership in the Florida Bar (or awaiting membership in the Florida Bar).

#### SALARY AND BENEFITS

Starting salary is \$48,925/annually. If prior to taking the Florida Bar exam or awaiting Florida Bar results, salary is \$44,032/annually. Membership in the Florida Bar is required within one year of hire.

#### APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter, resume, copy of law school transcript, and short writing sample are required. Please submit documents to [employment@circuit8.org](mailto:employment@circuit8.org). This position is open until filled.

Questions can be submitted to [employment@circuit8.org](mailto:employment@circuit8.org).

#### NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.