

TRIAL COURT STAFF ATTORNEY

DISTINGUISHING CHARACTERISTICS OF WORK

This is professional and highly responsible work conducting legal research activities at the trial court level.

Work involves considerable interpretation and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate and/or administrative law. Contacts are established primarily with trial court personnel. Work is performed under general supervision and is reviewed in progress as required and upon completion.

ILLUSTRATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Review motions for post conviction relief brought pursuant to Florida Rules of Criminal Procedure 3.850.
- Advise court on future course of action, i.e., denying, granting, ordering state response, or the holding of an evidentiary hearing.
- Draft orders, review briefs, and research substantive and procedural issues.
- Research the application and interpretation of the Florida Rules of Judicial Administration.
- Conduct legislative research and tracking of legislation applicable to the court.
- Conduct research on caseload management and caseload distribution studies.
- Perform research, on particular questions of law as presented by judges sitting in the circuit civil, county civil and small claims. Probate and Juvenile Divisions of the Court.
- Perform other related duties as required.
- Timeliness and attendance are essential functions of this position.

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DESIRABLE QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of legal principles, strategy and case law, court rules and procedures. Legal research skills. Comprehensive knowledge of legal publications and the ability to use them efficiently. 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 digest and communicate ideas and concepts orally and in writing. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the Court. Ability to work effectively with others.

TRAINING AND EXPERIENCE

Graduation from an accredited law school and membership in The Florida Bar.

REMOTE WORK

After 60 days in the position, there is the option to work up to two days a week remotely.

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December 27, 2019