

CAREER ATTORNEY

Distinguishing Characteristics of Work: This is professional work of considerable responsibility conducting legal research, writing and case management activities in the Writs and Motions Unit of the Central Staff of the First District Court of Appeal. Work involves considerable interpretation and judgment in the analysis of broadly diverse legal issues brought before the court. The successful candidate will handle a high volume of work under short deadlines. Working relationships are established primarily with judges, other law clerks, the Clerk and administrative staff within the court. Work is performed under the supervision of the Director of the Central Staff Unit.

Education and Training Guidelines: Graduation from an accredited law school and membership in the Florida Bar and five years of experience in the practice of law immediately preceding appointment to the position.

Knowledge, Skills, and Abilities: Knowledge of legal principles, statutory and case law, court rules and procedures. Exceptional writing and research skills. Knowledge of legal publications and the ability to use them efficiently. Thorough knowledge of the English language. Ability to reason logically and analytically. Ability to quickly grasp, comprehend and analyze complex legal issues and complicated factual details. Ability to perform exacting work, attentive to details. 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.

SALARY: The minimum salary for a Career Attorney is 59,607.00, with Florida Bar membership and at least five (5) years of experience.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE MARSHAL'S OFFICE AT (850) 717-8132.

APPLICATION: Cover letter, application, resume, list of references, law school transcript (unofficial copy acceptable), and substantive writing sample less than 20 pages in length.

Applications and inquiries should be mailed to:

Marshal's Office

First District Court of Appeal

2000 Drayton Drive

Tallahassee, Florida 32399-1850

(850) 717-8132

Closing Date: 6/23/17