



**FIRST DISTRICT COURT OF APPEAL
TALLAHASSEE, FL 32399**

JOB OPPORTUNITY ANNOUNCEMENT

POSITION:

Law Clerk/Senior Law Clerk/Career Attorney. The successful candidate will work in the Court's Central Staff Unit under the supervision of the Director of the Central Staff, and will focus primarily on summarizing postconviction and other criminal cases.

SALARY:

- Entry level Law Clerk \$3,818.10 (Monthly) \$3,436.29 (Monthly - Applicants who have not yet passed the Florida Bar)
- Senior Law Clerk (at least 2 years' experience in the practice of law, subsequent to passing the Florida Bar exam) \$4,465.48 (Monthly)
- Career Attorney (at least 5 years' experience in the practice of law, subsequent to passing the Florida Bar Exam) \$4,967.25 (Monthly)

EDUCATION:

Graduation from an accredited law school, top 25% preferred.

KNOWLEDGE, SKILLS, ABILITIES:

Excellent legal research, writing, and analytical skills. Ability to work independently. Ability to maintain a large caseload and meet deadlines. Knowledge of legal principles, statutory and case law, court rules and procedures. Ability to grasp, comprehend, and analyze complex legal issues and complicated factual matters. Ability to perform exacting work, attentive to details. Ability to digest and communicate ideas and concepts. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Ability to work effectively with judges and court staff.

HOW TO APPLY:

Submit a State of Florida application, cover letter, resume, law school transcripts (copies accepted), list of references, and a substantive writing sample less than 20 pages in length, to:

Marshal's Office
jobs@1dca.org
First District Court of Appeal
2000 Drayton Drive
Tallahassee, FL 32399
850-717-8132

THIS POSITION IS OPEN UNTIL FILLED

If you need an accommodation in order to participate in the application/selection process, please call (850) 488 – 8136 in advance. The First District Court of Appeal is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. The successful applicant will be subject to a criminal background check.