



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

JOB OPPORTUNITY ANNOUNCEMENT

POSITION:

Senior Law Clerk/Career Attorney in Central Staff

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 Unit. Work involves considerable interpretation and judgment in the analysis of 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 of the Court, and administrative staff within the court. Work is performed under the supervision of the Director of Central Staff, but all members of Central Staff serve at the pleasure of the Chief Judge.

SALARY:

- 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. At least two years of experience in the practice of law immediately preceding appointment to the position.

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.