

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Trial Court Law Clerk
\$48,925.25/annually

CLOSING DATE: Open until filled

WORK SCHEDULE: Monday through Friday

JOB LOCATION: Tenth Judicial Circuit Court of Florida (Polk, Highlands, and Hardee Counties) (primary location: Polk County – Bartow)

MAJOR FUNCTION:

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, family, juvenile, probate, 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. All offers of employment will be conditioned upon a satisfactory criminal history check.

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.

- Draft orders, review briefs, and research substantive and procedural issues.
- Conduct legislative research and track legislation applicable to the court.
- Conduct research on case flow management and caseload distribution studies.
- Perform research on particular questions of law as presented by judges sitting in the various divisions of the court.
- Perform administrative duties as required.
- Assist on court related committees.
- Perform all related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of legal principles, statutes and case law, court rules and procedures.
- Legal research skills.
- Comprehensive knowledge of legal publications and the ability to use them efficiently, including computer assisted research with on-line services.
- Ability to reason logically and analytically.

- Ability to grasp, comprehend, and analyze complex legal issues and complicated factual details.
- Ability to perform exacting work, being 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 as well as work independently, without close supervision.
- Familiarity with Microsoft Word and ability to type own work product.

EDUCATION/MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school.
- Membership in the Florida Bar is preferred; however, applicants who have passed all parts of the Florida Bar exam but are awaiting admission to the Florida Bar will be considered.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it along with their resume and writing sample:

**Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.