



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

JOB TITLE: Trial Court Staff Attorney  
SALARY: \$63,724.95/Annually (if member of Fla. Bar)  
10% less if awaiting admission to Fla Bar  
CLOSING DATE: Open until filled  
WORK SCHEDULE: Monday through Friday  
JOB LOCATION: Tenth Judicial Circuit Court of Florida  
(primary location: Polk County Courthouse)

**GENERAL DESCRIPTION:**

This professional position is responsible for conducting legal research and completing assignments related to the composition of legally sufficient documents at the trial court level, including, but not limited to, drafting court orders and preparing memorandums of law. Work involves considerable legal interpretation and analysis of case specific legal issues in the area(s) of criminal, civil, family, juvenile, probate, appellate and/or administrative law. Contacts are established primarily with trial court judges and personnel. Work is performed under the general supervision of any and all assigned judges as well as the General Counsel; and progress is reviewed as required and applicable.

**EXAMPLES OF WORK PERFORMED:**

*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 related to specific questions of law at the direction of any and all judges who preside over this position's assigned court divisions;
- Perform administrative duties as required and applicable;
- Assist on court related committees;
- Perform all other related duties as required and applicable.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the organization and function of the court system; knowledge of legal principles, statutes, case law, court rules and procedures; proficiency in Microsoft 365 and other various applications.

The person chosen for this position must also possess the ability to:

- Communicate clearly and concisely, both orally and in writing, with clarity, diplomacy, purpose and attention to detail;

- Display exemplary listening and comprehension skills;
- Reason logically and analytically;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Grasp, comprehend, and analyze complex legal issues and complicated factual details;
- Apply careful attention and precision to legal issues related to matters brought before the court that require judicial response or action;
- Have exceptional reading and legal interpretation skills;
- Digest and communicate ideas and concepts orally and in writing;
- When applicable, exercise discretion, confidentiality, impartiality, and transparency in handling matters before the court;
- Work effectively with others as well as work independently, without close supervision;
- Produce and prepare own work product for dissemination to the assigned judge for review, execution and distribution to all applicable parties;
- Possess exemplary and comprehensive legal research skills;
- Comprehensive knowledge of legal publications and case law search engines such as Westlaw, as well as the ability to use them efficiently, including computer assisted research via on-line services; and
- Lift heavy packages up to 50 lbs. to a height of three (3) to four (4) feet for the purpose of moving, transporting and/or delivering them to their required location as required.

**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.
- All offers of employment will be conditioned upon a satisfactory criminal history check.

We are an equal opportunity employer. We do not discriminate based on race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida Job application form and submit it along with their resume and writing sample to:

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

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.