

Sixth Judicial Circuit of Florida

Pasco and Pinellas Counties
Administrative Office of the Courts
Human Resources Department
Tel: 727-453-7165
Email: careers@jud6.org
14250 49th St. North, Suite J1500
Clearwater, FL 33762

Employment Opportunity

Trial Court Staff Attorney
Position Number: 9352
Location: Clearwater Courthouse
315 Court Street Clearwater, FL 33756
Application Deadline: Open until filled
Bar Member Starting Annual Salary: \$66,706.44
Bar Member Practicing Law 5+ Years: \$78,036.12
State Benefits Packet

Position Description

This is professional and highly responsible work conducting legal research in family and probate law, providing oral and written legal advice to judges, and drafting orders for the assigned circuit judges (four family law judges and one probate and guardianship judge). This work involves considerable interpretation and judgment in the analysis of legal issues in the areas of assignment. All work is performed under the supervision of a Senior Supervising Staff Attorney. The Staff Attorney may also assist with legal issues from other divisions and the Court Counsel. Contacts are primarily with judges, judicial assistants, and other court personnel.

Education, Experience, Licenses, Certifications, and Registrations

- Juris Doctor from an accredited law school.
- Members standing in good standing with The Florida Bar. Candidates who are currently pursuing membership are eligible to apply but are required to attain Florida Bar membership within one year of hire.

Knowledge, Skills, and Abilities

- Advise judges in assigned divisions on pending litigation and issues.
- Attend hearings and trials, review electronic case files, evidence, depositions, pleadings, motions, memoranda of law, and other documentation in order to advise judges in a variety of legal areas.
- Research legal matters, substantive procedural, as directed by judges and draft legal memoranda, judgements, orders, reports, and other correspondence.
- Work effectively in cooperative atmosphere with judges, attorneys, constitutional officers, and administrative staff functioning within a judicial circuit.
- Communicate effectively, both orally and in writing.

How to Apply

All applications must be emailed to careers@jud6.org or by fax at 727-453-7166 and must include a cover letter and resume. The Sixth Circuit application can be downloaded from the Sixth Circuit website. Incomplete applications may not be considered.

ADA Accommodation

If you require accommodation to participate in the application/selection process, please call the ADA Coordinator at (727) 453-7165. The successful applicant will be required to undergo a criminal background check. The Sixth Judicial Circuit of Florida is an Equal Opportunity Employer.