

Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: February 22, 2018

Priority Cut-Off Date: March 26, 2018

POSITION TITLE: Magistrate

MINIMUM SALARY \$ 6,887.54/mo.*

DEPARTMENT: Unified Family Court

POSITION # 010527

SUMMARY: Magistrates are quasi-judicial officers who conduct hearings on post-judgment family matters, administer oaths, take testimony and evaluate evidence. Magistrates prepare written reports that include findings of fact, conclusions of law, and case recommendations for judicial consideration.

Magistrates serve at the pleasure of the chief judge and the judges of the circuit court in accordance with Florida Family Law Rules of Procedure 12.490 and 12.491, and perform their duties under the supervision of the associate administrative judge of the family law division. Quasi-judicial officers perform their duties and work assignments with a substantial degree of discretion and independent judgment within the framework of state and federal laws; family law rules; and case law. The position requires a comprehensive knowledge of family law.

MINIMUM QUALIFICATIONS: Juris Doctorate and member of the Florida Bar in good standing for five years, including one year of substantive family law experience.

ESSENTIAL DUTIES: Conduct hearings on post-judgment and certain pre-judgment family law matters.

Prepare findings of fact; report; and recommendations; and proposed orders for consideration by the referring judge. Magistrates will file and serve copies of the report and recommendation on all parties within 60 days of the date of the hearing.

Maintain case management statistics consistent with Administrative Order S-2013-055 on any and all cases held under advisement by the magistrate.

Research legal issues. Provide administrative support to the Family Law Judges. Establish and implement policies necessary to accomplish goals of the Family Law Division in accordance with state and federal laws; rules of procedures; case law; and circuit administrative orders.

Monitor changes in legislation and case law in order to identify and plan for needed changes in the magistrate program operations.

Directly supervise administrative assistant, to ensure administrative functions are accomplished in a timely manner.

Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate effectively orally and in writing in a clear, concise, and conclusive manner. Ability to supervise and direct the work of administrative support staff. Knowledge of statutes, rules, and case law as it pertains to family law. Knowledge of the Florida State Court System. Ability to grasp, comprehend, and analyze complex legal issues and complicated factual details, arriving at well-reasoned and logical conclusions. Ability to prioritize and make efficient use of time. Ability to exercise discretion, and judgment in dealing with the general public. Ability to maintain an impartial and professional demeanor at all times. Ability to exercise objectivity, discretion, and confidentiality in all court matters. Ability to

work under pressure and meet deadlines. Knowledge of community resources available to provide assistance in the areas of family counseling, mental health services, and related knowledge of mental health diagnosis and treatment. Maintain professionalism at all times.

TO APPLY: Submit cover letter, resume, and current [Magistrate Application](#) (located only at www.fljud13.org) in (1) PDF file via email to cprs@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. If you need accommodation to participate in the application/selection process, please call (813) 272-6330.

*** The successful candidate will be hired at the State minimum salary.**