



## PARALEGAL / ADMINISTRATIVE ASSISTANT – LEGAL DEPARTMENT

Salary: \$40,000, plus benefits.

The Thirteenth Judicial Circuit Legal Department is seeking to fill a paralegal / administrative assistant position in Tampa, Florida. The position will assist the circuit's general counsel, assistant general counsel and judicial staff attorneys in their responsibilities to provide advice, counsel, and legal research and writing to the 62 judges of the circuit.

The successful applicant will perform a variety of clerical and quasi-paralegal duties including preparing legal correspondence, documents and reports; performing routine legal and records research; processing of documents, forms and applications; organizing and maintaining various databases; editing and maintaining handbooks; and basic scanning, copying and distribution services.

Applicants must have considerable knowledge of: Florida law; court procedures; rules of court; administrative orders of the chief judge; general office policies, procedures, and practices; English grammar, punctuation, and spelling. Applicants must also have the ability to: operate a computer to access automated databases; proficiently use Word, Excel, Adobe Acrobat Pro, Odyssey (Tyler), and other computer applications; compile, analyze, and organize data and information; proofread work; prioritize tasks and work under a tight schedule; communicate tactfully and effectively with others; and provide assistance in legal office administrative practices and procedures.

Discretion, honesty and confidentiality in handling matters before the court are essential.

**Minimum Qualifications:** Graduation from an accredited four-year degree granting college or university or graduation from an accredited two-year degree granting college or university with an emphasis in paralegal studies. Preference will be given to applicants with experience drafting legal documents or managing cases.

Applicants must submit a cover letter, a résumé, and a list of at least three professional references in one PDF file via e-mail to [RecruitmentLegalDepartment@fljud13.org](mailto:RecruitmentLegalDepartment@fljud13.org). A State of Florida employment application may also be submitted but is not required at this time. **Materials received before noon on Friday, April 6, 2018 will be given preference.**

If an accommodation is needed to participate in the application process, please call (813) 272-6330 or use the Florida Relay Service (TTY): 1-800-955-8771, in advance.