



PARALEGAL / ADMINISTRATIVE ASSISTANT – LEGAL DEPARTMENT

Starting Salary Range: \$35,000 - \$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:

Education	Years of Experience Conducting Legal Research, Drafting Legal Documents, or Managing Cases
Successful completion of a program as a paralegal or legal assistant from an accredited vocation or technical school	3
Graduation from an accredited two-year degree granting college or university	2
Graduation from an accredited four-year degree granting college or university	1

Senior administrative assistant experience or legal secretary experience may substitute for experience conducting legal research, drafting legal documents, or managing cases.

Applicants must submit a cover letter, a résumé, and three letters of professional reference. A State of Florida employment application may also be submitted but is not required at this time. Application materials should be sent to the circuit's Legal Department in one packet in Portable Document Format (PDF) at RecruitmentLegalDepartment@fljud13.org or 800 East Twiggs Street, Suite 603, Tampa, Florida 33602. Submission by e-mail is preferred. **Materials must be received by 12:00 p.m. on Monday, February 19, 2018.**

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.