



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED
OPS POSITION

Posting Date: November 16, 2023

Closing Date: December 7, 2023

POSITION TITLE: Magistrate (OPS)
HOURLY SALARY: \$49.22*
FLSA: Excluded

DEPARTMENT: Juvenile Dependency
POSITION#: 093260

SPECIAL NOTE: This position is time limited and authorized by the Florida State Courts System's Pandemic Recovery Plan. This recruitment will address the need for additional quasi-judicial officer assistance in the juvenile dependency divisions.

SUMMARY: Magistrates are quasi-judicial officers who conduct hearings in dependency matters as authorized by the Florida Rules of Juvenile Procedure. Magistrates 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 and perform their duties under the supervision of the associate administrative judge of the juvenile dependency divisions. Magistrates perform their duties and work assignments with a substantial degree of discretion and independent judgment within the framework of state and federal laws, rules of procedure and case law. The position requires comprehensive knowledge of dependency law, including knowledge of Chapter 39 of the Florida Statutes and the Florida Rules of Juvenile Procedure.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Experience in dependency law.
- **EDUCATION:** Juris Doctorate and member of the Florida Bar in good standing for five years.

ESSENTIAL DUTIES:

- Conduct hearings in dependency cases referred for purpose of judicial review or other related matters, as authorized by the Florida Rules of Juvenile Procedure.
- Prepare written reports that include findings of fact, conclusions of law, recommendations, and proposed orders for consideration by the referring judge. The magistrate will file and serve copies of the report in the manner set out in Florida Rule of Juvenile Procedure 8.257.
- Research legal issues. Provide administrative support to the juvenile dependency division. Establish and implement policies necessary to accomplish the goals of the dependency law division in accordance with state and federal laws, rules of procedure, 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.
- Attend or conducts staff and other professional meetings.
- Supervise an administrative assistant and ensure that administrative functions are accomplished in a timely manner.
- Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing, in a clear and concise manner.
- Ability to supervise and direct the work of administrative support staff.
- Knowledge of statutes, rules, and case law that pertain to dependency law.
- Knowledge of the Florida State Court system.

- Ability to grasp, comprehend, and analyze complex legal issues and complicated factual details, and make well-reasoned and logical findings and recommendations.
- Ability to prioritize and make efficient use of time.
- Ability to exercise discretion and to exercise good judgment in dealing with the general public.
- Ability to maintain an impartial and professional demeanor.
- Ability to exercise objectivity, discretion, and confidentiality as to all court matters.
- Ability to work under pressure and to meet deadlines.
- Incumbent must be professional in all regards.

BENEFITS PACKAGE: OPS employees who work a minimum of 30 hours per week are entitled to state insurance which includes health, dental, vision and life. Additionally, OPS employees may participate in various supplemental plans including deferred compensation and The Variable Annuity Life Insurance Company retirement.

TO APPLY: Submit 1) cover letter, 2) resume, 3) State of Florida Application (located only at www.fljud13.org), 4) and writing sample in one (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 4 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 E-verify and 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. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.

*** The successful candidate will be hired at the State minimum salary and start on or about January 2, 2024.**