



PARALEGAL/LAW CLERK Temporary OPS Position Adoption and Dependency

Hourly Rate: \$29.44, plus health benefits.

The Thirteenth Judicial Circuit is seeking to fill a state-funded temporary Other Personal Services (OPS) paralegal/law clerk position in Tampa, Florida. This OPS position is paid hourly and works up to 40 hours per week, except for holidays. There is no paid holiday, sick, or vacation time. Certain health insurance benefits are provided if the average number of hours worked per week is 30 or more. This position is funded through June 30, 2024.

The successful applicant will assist state court circuit judges and judicial staff attorneys with legal research, drafting of proposed orders and judgments, and other related matters in the unified family court divisions (primarily adoption and dependency motions).

Applicants must possess excellent research, writing, proofreading and communication skills. Applicants must also exhibit strong organizational and time management skills and be able to effectively prioritize pending assignments. Discretion, honesty, and confidentiality in handling matters before the court are essential. **Enrollment in the second or third year of law school or graduation from law school is a requirement for applying.**

Applicants must submit a cover letter and a résumé that includes law school class rank. Applicants may also submit a State of Florida employment application and recommendation letters, but these items are not required at this time. All application materials should be submitted in one PDF document attachment sent to the circuit's Legal Department at RecruitmentLegalDepartment@fljud13.org. Materials will be reviewed on a rolling basis.

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.