



JUDICIAL STAFF ATTORNEY Civil Division

Salary: \$63,700 (Florida Bar member) or \$57,330 (awaiting Florida Bar membership), plus benefits.

The Thirteenth Judicial Circuit is seeking to fill a judicial staff attorney position in Tampa, Florida. The successful applicant will join a team of experienced staff attorneys in assisting state court circuit and county judges with legal research, drafting of proposed orders and other related assignments. The position is expected to be assigned to the judges presiding in the civil divisions.

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.

Graduation from an ABA-accredited law school or enrollment in the final semester or quarter of law school is a requirement for applying. If the successful applicant is not a member of The Florida Bar at the time of hire, she or he must become a Florida Bar member within one year of the hire date.

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 the following address: 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.