

NINETEENTH JUDICIAL CIRCUIT JOB OPPORTUNITY

Date: July 3, 2019

Closing Date: Until Filled

Position Number: 22011426

Position Title: Trial Court Law Clerk

Salary: \$45,817.20 /annually

*Benefits Package Available

General Description

The Nineteenth Judicial Circuit seeks a Trial Court Law Clerk who will be based in Port St. Lucie, Florida but may travel as needed throughout the Circuit. The Trial Court Law Clerk will assist the judiciary with legal research and analysis and will draft proposed orders in post-conviction relief cases. The ideal candidate will be proficient in researching legal issues and writing concise but well-reasoned orders. Because he/she will work with several judges in a high volume work environment, time management is key in this role and excellent verbal and written communication skills are required. The successful candidate must demonstrate the confidence and demeanor to work directly with judges on complex legal issues. However, he/she must be comfortable working independently and mostly by computer; work in the courtroom is limited.

In order to apply, a candidate must have a juris doctorate degree from an accredited law school and be member in good standing of the Florida Bar. The salary is \$45,817.20 per year. Or, if the individual is not a member of the Florida Bar, the salary is 10% below minimum (\$41,235.48 per year), and membership in the Florida Bar must be attained within one year from the date of hire. This is a State-funded position with benefits. The State Courts classification for the position is Trial Court Law Clerk.

Education and Experience Guidelines

Education:

Juris doctorate degree from an accredited law school.

Experience:

None required

Licenses, Certifications, and Registrations:

Membership in the Florida Bar must be attained within one year from the date of hire

How to Apply

Applicants should e-mail a full package of the following materials to HR@circuit19.org:

1. State of Florida Application, located here: [State of Florida Application](#)

2. Resume.
3. Cover letter detailing how employment as a Trial Court Law Clerk relates to the applicant's short and long-term career aspirations.
4. List of professional references.
5. Non-certified copy of the applicant's law school transcript(s). (Official transcript(s) may be required upon time of hire.)
6. Three writing samples from within the past two years.

Court Administration - Nineteenth Judicial Circuit

HR@Circuit19.org

Attention: Lisa Jaramillo

The successful applicant will be subject to a criminal, employment and educational background check.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, genetic information or disability.

If you need an accommodation to participate in the application/selection process, please contact Human Resources (772) 807-4383.