

JOB OPPORTUNITY BULLETIN

- Position Title:** Central Staff Attorney (open until filled)
- Job Location:** Fourth District Court of Appeal
1525 Palm Beach Lakes Boulevard
West Palm Beach, Florida 33401
- Salary Range
And Benefits:** \$45,817.20 annually (\$41,235.48 prior to Florida Bar admission) up to \$59,607.00. Payment above the minimum dependent on experience. A comprehensive selection of State of Florida employee benefits including: membership in the Florida Retirement System, optional enrollment in a subsidized health insurance plan, optional enrollment in life, dental, and disability insurance plans, and paid \$25,000 term life insurance. For more information on the benefits available to State of Florida employees visit: <http://www.myflorida.com/mybenefits/>.
- Education
& Training:** Graduate from an accredited law school preferably in the upper 10% of law school class with law review or comparable experience.
- Knowledge
& Skills:** Exceptional legal research and writing skills, the ability to discern and analyze complex legal issues, and an ability to write clearly, succinctly and effectively are absolutely required. Familiarity with appellate jurisdiction, practice, and procedure is desirable. Experience with extraordinary writ petitions, non-final appeals, and post-conviction law is preferred.
- Job Description:** Central Staff Attorneys serve as law clerks to all the judges and work on a variety of matters for the Court. Attorneys are supervised by the Chief Judge and the Director of Central Staff. Two-year commitment required.
- Sample Duties:** Review case records and filings. Prepare legal memoranda with summaries of facts and arguments. Analyze legal issues. Conduct legal research. Draft orders and opinions. Complete assignments within deadlines. Discuss legal analysis with judges and staff. Review proposed opinions of the Court before release.
- How to Apply:** Submit a cover letter, State of Florida application, resume, writing sample, and references by email to CSAttorney4DCA@flcourts.org. The subject line of the email must read: **“Central Staff Attorney Application”**. ONLY those application emails with the correct subject line will be considered.

State of Florida applications are available at the Fourth District Court of Appeal or by accessing the web site: <http://www.4dca.org>.

Serious inquiries only. Applicant is subject to a background check. THE FOURTH DISTRICT COURT OF APPEAL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT INVIDIOUSLY DISCRIMINATE IN THE TERMS AND CONDITIONS OF EMPLOYMENT ON THE GROUNDS OF RACE, RELIGION, SEX, AGE, ETHNIC ORIGIN, PHYSICAL IMPAIRMENT, OR ANY OTHER GROUND FORBIDDEN BY LAW.

Note: If you need an accommodation in order to participate in the application and selection process, please call 561-242-2000 in advance.

FLORIDA RELAY SERVICE (VOICE) 1-800-955-8770.
FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.