



FOURTH DISTRICT COURT OF APPEAL  
110 South Tamarind Avenue  
West Palm Beach, Florida 33401  
www.4dca.org

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## JOB OPPORTUNITY BULLETIN

### **Position Title**

Staff Attorney – Clerk’s Office (open until filled, applications currently being accepted)  
Approximate Start Date: October 1, 2019

### **Location**

The Fourth District Court of Appeal is located in downtown West Palm Beach. The Court is located across the street from the West Palm Beach Tri-Rail Station and approximately 1/2 mile from the West Palm Beach Brightline Station.

### **Starting Salary and Benefits**

Starting salary based on number of years of experience in the practice of law and Florida Bar membership. For information on the benefits available to State of Florida employees visit:  
<http://www.myflorida.com/mybenefits/>.

### **Job Description**

This is professional and highly responsible work as a member of a team of two staff attorneys in the Clerk’s Office of the Fourth District Court of Appeal. Work involves considerable interpretation and judgment in the analysis of a variety of legal issues relating to motions and appellate jurisdiction. The Clerk’s Office Staff Attorneys’ responsibilities include, but are not limited to:

- Screening new appellate cases for timeliness, jurisdiction, and other pending related cases
- Recommending issuance of the appropriate orders following screening
- Recommending action to the judges on dispositive and non-dispositive motions
- Preparation and review of Court orders and/or assistance with order language
- Review of proposed Court opinions
- Addressing questions relating to the confidentiality of court records

Working relationships are established primarily with the Clerk of the Court, Chief Deputy Clerk, the other Clerk’s Office Staff Attorney, Deputy Clerks, judges, and other court staff. Work is performed independently under the direction and general supervision of the Clerk of the Court and the Chief Deputy Clerk. This is not a traditional chambers law clerk position. However, all twelve of the court’s judges review the Clerk’s Office Staff Attorneys’ work on an ongoing basis.

## **Education and Training Guidelines**

Graduation from an accredited law school, class standing in the upper 25%, and significant writing and editing experience in law school. If accepted for employment, a law school graduate must take and pass the Florida Bar Examination as a condition of employment. Three to five years of professional experience and membership in the Florida Bar is preferred.

## **Knowledge, Skills, and Abilities**

Knowledge of legal principles, statutory and case law, court rules and procedures. Exceptional research and writing skills. Ability to independently and efficiently analyze complex legal issues and complicated factual details. Ability to digest and communicate ideas and concepts orally and in writing. Ability to exercise discretion, confidentiality, impartiality, and honesty in handling matters before the court. Ability to work effectively with attorneys and non-attorneys on a consistent, daily basis.

## **How to Apply**

Please submit a cover letter, resume, writing sample of no longer than 7 pages, and law school and undergraduate transcripts in PDF format to [staffattorney@flcourts.org](mailto:staffattorney@flcourts.org). All submissions must contain all necessary paperwork. **Additionally, the subject line of the email must read: Staff Attorney Application.**

**The successful applicant will be subject to 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, genetic information, or disability.**

**We hire only U.S. citizens and lawfully authorized alien workers.**

**If you need an accommodation to participate in the application/selection process, please contact Marshal Daniel DiGiacomo at (561) 242-2000.**