

**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Trial Court Law Clerk  
\$3,616.95 Monthly, \$43,403.40 Annually  
(If not member of FL Bar salary will be 10% less)  
\$3,255.25 Monthly, \$39,063.00 Annually

**CLOSING DATE:** December 4, 2009 @ 5:00 PM

**WORK SCHEDULE:** Monday through Friday

**JOB LOCATION:** Highlands County Courthouse

**OCCUPATION CODE NUMBER:** 8370

**PAY GRADE:** 50

**WORKING JOB TITLE:** Trial Court Law Clerk

**MAJOR FUNCTION:**

This is professional and highly responsible work conducting legal research activities at the trial court level. Work involves considerable interpretation and judgment in the analysis of legal issues in the area(s) of criminal, civil, family, juvenile, appellate and/or administrative law. Contacts are established primarily with trial court personnel. Work is performed under general supervision and is reviewed in progress as required and upon completion.

**ILLUSTRATIVE DUTIES:**

**NOTE: THE FOLLOWING DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.**

- Draft orders, review briefs, and research substantive and procedural issues.
- Conduct legislative research and track legislation applicable to the court.
- Conduct research on case flow management and caseload distribution studies.
- Perform research on particular questions of law as presented by judges sitting in the various divisions of the court.
- Perform administrative duties as required.
- Assist on court related committees.

- Perform all related duties as required.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of legal principles, statutes and case law, court rules and procedures.
- Legal research skills.
- Comprehensive knowledge of legal publications and the ability to use them efficiently, including computer assisted research with on-line services.
- Ability to reason logically and analytically.
- Ability to grasp, comprehend, and analyze complex legal issues and complicated factual details.
- Ability to perform exacting work, being attentive to issues in matters before the court.
- Exceptional reading skills.
- 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.

### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited law school and member of the Florida Bar or awaiting results.

### **DESIRABLE QUALIFICATIONS:**

Ability to work effectively with others as well as work independently, without close supervision. Familiarity with Microsoft Word and ability to type own work product.

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

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

Annette P. Wilkerson  
Human Resources Manager  
Post Office Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-7762  
Fax: (863) 534-4699  
TDD: (863) 534-7777

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.