



**FIFTH DISTRICT COURT OF APPEAL
DAYTONA BEACH, FLORIDA 32114**

JOB OPPORTUNITY ANNOUNCEMENT

- POSITION TITLE:** Central Staff Attorney
This position will report to the Director of Central Staff and will be part of a team of eight attorneys which comprise the Central Staff.
- SALARY:** \$45,817.20 annually (\$41,235.48 prior to Florida Bar admission) up to \$59,607.00. Payment above 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 please visit the State of Florida employee benefit site: <http://www.myflorida.com/mybenefits/>.
- EDUCATION:** Graduate from an accredited law school preferably in the upper 10% of law school class with law review or comparable experience.
- KNOWLEDGE, SKILLS, AND ABILITIES:** 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. Complete assignments within deadlines. Discuss legal analysis with judges and staff. Review proposed opinions of the Court before release.
- HOW TO APPLY:** Submit a State of Florida application, cover letter, resume, law school and undergraduate transcripts (copies accepted), a writing sample and references, to:
- Justine Sierzega, Chief Deputy Marshal
300 South Beach Street
Daytona Beach, Florida 32114
- State of Florida applications are available at the Fifth District Court of Appeal, or by accessing the web site: <http://www.5dca.org> Application packages are not accepted by email or FAX.
- CLOSING DATE:** Open Until Filled

Florida Relay Service: (Voice) 1-800-955-8770 (TDD) 1-800-955-8771 National Relay Service: 711
If you need an accommodation in order to participate in the application/selection process, please call (386) 947-1544 in advance.
We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.