



Second District Court of Appeal Lakeland, Florida 33802

Anticipated Vacancy - Law Clerk, Central Staff

Open Until Filled

POSITION TITLE: Law Clerk

The successful applicant will report to the Director of Central Staff and will be part of a team of eleven attorneys who comprise the Central Staff Department.

POSITION NUMBER: 22004407

SALARY: \$45,817.20 - \$59,607.00 (\$41,235.48 if not a member of The Florida Bar). Actual position classification and beginning salary based on experience.

- **Law Clerk** - \$3,818.10, monthly.
- **Senior Law Clerk** - \$4,465.48, monthly (at least 2 years' experience in the practice of law, subsequent to membership in The Florida Bar).
- **Career Attorney** - \$4,967.25, monthly (at least 5 years' experience in the practice of law, subsequent to membership in The Florida Bar).

LOCATION: Tampa

EDUCATION: Graduation from an accredited law school with excellent academic standing; Law Review, journal, or significant law school writing and editing experience preferred. Although membership in The Florida Bar is preferred, applicants with excellent credentials who are awaiting admission will be considered.

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires an attorney who has excellent research, writing, and editing skills. The attorney will be required to prepare in-depth analyses on a variety of legal issues and must be able to present ideas orally and in writing to the judges of the court. Time management skills and the ability to work effectively with others are crucial. All attorneys at the court must maintain confidentiality, exercise discretion, and handle matters honestly and impartially.

HOW TO APPLY: Submit a cover letter, resume, and writing sample by e-mail to 2DCA_HR@flcourts.org. Please put **Central Staff Vacancy** in the subject line of your e-mail.

All offers of employment will be conditioned upon a satisfactory criminal history check.

Equal Opportunity Employer: We do not discriminate on the basis of race, religion, color, sex, age, genetic information, national origin, or disability.

Florida Relay Service (Voice) 800-955-8770, (TDD) 800-955-8771.