

SENIOR ATTORNEY I 5020

Distinguishing Characteristics of Work

This is highly responsible work providing legal advice and counsel to the Office of State Courts Administrator, the judiciary, and personnel of the Florida State Courts System. The Senior Attorney I provides legal and administrative support to various judicial committees, commissions, or State Courts System programs. The Senior Attorney I conducts legal research and drafts presentments, manuals of program operating procedures and standards, commission and committee reports, educational materials, and various legal documents. The Senior Attorney I establishes a broad range of working contacts with the judiciary, Florida Bar, attorneys, law professors, legislators, judicial branch educators and court personnel. The Senior Attorney I exercises considerable independent judgment and discretion and work under minimal supervision. Preparation of legal documents must be completed under the limited supervision of the General Counsel. Work may involve confidential and sensitive issues before the courts.

Education and Training Guidelines

Graduation from an accredited law school and admission to the Florida Bar (required) and five years of experience in the practice of law, including two years of experience in the appropriate specialty area of law for the position.

Knowledge, Skills, and Abilities

Knowledge of state and federal law, case law, and court rules of procedure, and legal reference material. Knowledge and understanding of the operations of the Florida judicial system. Knowledge of the principles, practices, and techniques of judicial branch education. Knowledge of adult learning theory and adult teaching methodology. Ability to apply legal principles and specialized knowledge to specific issues. Ability to organize, analyze, and make policy recommendations on legal problems related to the administration of the courts. Ability to prepare legal opinions. Ability to prepare judicial education manuals and training material. Ability to prepare reports, memoranda, and proposals for submission to the courts and Florida legislature. Ability to communicate clearly and effectively. Ability to effectively supervise professional support staff.

Effective: June 1, 1991

Revised: March, 2007