

SENIOR LAW CLERK (DISTRICT COURT) 8250

Distinguishing Characteristics of Work

This is professional work of considerable responsibility conducting legal research activities for a Judge of a District Court of Appeal. Work involves considerable interpretation and judgment in the analysis of broadly diverse legal issues brought before the court. Working relationships are established primarily with judges, other law clerks, the Clerk and secretarial staff within the court. Work is performed under the direction and general supervision of a Judge and is reviewed in progress as required and upon completion.

Education and Training Guidelines

Graduation from an accredited law school and membership in the Florida Bar and two years of experience practicing law subsequent to bar admission.

Knowledge, Skills, and Abilities

Knowledge of legal principles, statutory and case law, court rules and procedures. Exceptional writing and research skills. Knowledge of legal publications and the ability to use them efficiently. Thorough knowledge of the English language. Ability to reason logically and analytically. Ability to grasp, comprehend and analyze complex legal issues and complicated factual details. Ability to perform exacting work, attentive to 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 others.

Effective: July, 2007