

# **SENIOR TRAIL COURT LAW CLERK 8375**

## **Distinguishing Characteristics of Work:**

This is professional, supervisory and highly responsible work conducting and coordinating legal research activities at the trial court level to assist trial court judges in deciding rulings on a variety of case issues including pre-trial and trial motions, post-conviction relief (3.800, 3.850), prisoner petitions, summary judgments, motions to suppress evidence, discovery and county court appeals. Draft orders and review briefs. Work involves considerable interpretations and judgment in the analysis of legal issues in the area(s) of criminal, civil, appellate, and/or administrative law. Supervise, coordinate work assignments and evaluate performance of Trial Court Law Clerks in the Circuit.

## **Education and Training Guidelines:**

Graduation from an accredited law school, membership in the Florida Bar, and three years of experience in the practice of law.

## **Knowledge, Skills, Abilities:**

Ability to supervise, coordinate work assignments and evaluate performance of staff located throughout the circuit. Knowledge of legal principles, statutory and case law, court rules and procedures, legal research skills. Comprehensive knowledge of legal research tools and the ability to use them efficiently. Ability to reason logically and analytically. The ability to grasp, comprehend and analyze complex legal issues and complicated factual details. Ability to perform exacting work, 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. Ability to work effectively with others. Perform other duties as required.

**Effective: May, 2007**