

# **TRIAL COURT LAW CLERK 8370**

## **Distinguishing Characteristics of Work**

This is professional and highly responsible work conducting legal research activities at the trial court level. Work involves considerable interpretation and judgment in the analysis of legal issues in the areas of criminal, civil, appellate and/or administrative law. Working relationships are established primarily with trial court personnel. Work is performed under general supervision 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. Law school graduates awaiting the Florida Bar results or anticipating taking the Florida Bar Exam are encouraged to apply.

If the selected applicant is not a member of the Florida Bar at the time of hire, he/she will be expected to attain membership in the Florida Bar within one year from the date of hire.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal principles, statutory and case law, court rules and procedures. Exceptional writing and research skills. Ability to analyze complex legal issues and complicated factual details, 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: March, 2007**