

Job Advertisement

Closing Date: Open until Filled

Position# 010967

Class Title: General Counsel

Annually - \$99.874.44

LOCATION 4th Judicial Circuit Court, Jacksonville, Florida

DESCRIPTION

The essential function of the position within the organization is to serve as legal advocate and counsel for the interests of the circuit. The position is responsible for staff supervision, providing legal counsel, formulating and implementing policies to comply with statutory and rule requirements, overseeing services and programs, managing fiscal activity, and performing administrative functions, including reporting. The position formulates long-range goals for the organization based upon legal requirements; develops policy and position papers; and works with trial court administrator and elected officials, including local government.

Examples of Work

- This position serves under the authority and pleasure of the Chief Judge.
- Provide direction, legal advice, and counsel to the Chief Judge on all legal related matters impacting the Fourth Judicial Circuit.
- Assist the Chief Judge to carry out responsibilities, duties, and obligations imposed by the Florida Supreme Court, Florida Statutes, and Florida Rules of Court and to implement new policies and procedures for the Circuit.
- Draft Administrative Orders (AOs) issued by the Chief Judge to ensure details are accurate, the issues are well researched, and all stakeholders have input. Catalogue the AOs to be easily located.
- Draft Memoranda of Understanding (MOU) for relationships between the Court and vendors as well as other entities.
- Coordinate Registries for court-appointed counsel, expert witnesses, and Examining Committee members, including soliciting applications; reviewing and evaluating applications; working with Administrative Judges in the Circuit to determine which applicants will be selected to serve on the Registries; prepare, update and distribute the court-appointed Registry lists after the selected applicants sign contracts with the Justice Administrative Commission; maintain the Registry lists; and respond to inquiries from Judges, JAs, and attorneys.
- Manage media relations for the Circuit that at times may include Public Information Officer responsibilities.
- Work with the Chief Judge; Judges; Trial Court Administrator; Chief Deputy Court Administrator; Court Administration; the Clerks of the Court in Clay, Duval and Nassau Counties; and Courthouse Security to resolve issues with legal implications for the Court.
- Provide direction and guidance for Court programs and services to ensure compliance with state and federal regulations and laws.
- Draft and revise the Fourth Judicial Circuit's contracts with all vendors.
- Manage and advise the Director of the Judicial Staff Attorneys while acting as a liaison between the Judges and the Director.
- Monitor capital cases for the Circuit.

EDUCATION AND EXPERIENCE GUIDELINES

Juris doctorate degree from an accredited law school. Seven years of related work experience, including extensive working knowledge of Florida State Courts System operations.

Requires membership in good standing in the Florida Bar.

SPECIAL COMMENTS

The Florida State Courts System offers a comprehensive selection of State of Florida employee benefits: membership in the Florida Retirement System, optional enrollment in a subsidized Health insurance plan, optional enrollment in Life, Dental, and Disability insurance plans, and paid \$25,000 life insurance. For more information on the benefits available to State of Florida employees visit: <http://www.myflorida.com/mybenefits/>.

The Florida State Courts System is a criminal justice agency. The successful applicant will be fingerprinted for the purpose of conducting a criminal history record check. Employment in this position is contingent upon a satisfactory criminal background check.

In accordance with Section 110.205(2)(c), Florida Statutes, positions with the Florida State Courts System (judicial branch) are not covered under the Career Service System. All employees of the Florida State Courts System are at-will employees and serve at the pleasure of the appointing authority and do not attain tenure rights.

HOW TO APPLY

Submit a current and complete online state employment application detailing their legal experience, including dates of employment, and reasons for departure from prior positions at the People First State of Florida Jobs website <https://jobs.myflorida.com/> including a cover letter, resume, law school transcript and writing sample not to exceed five (5) double-spaced pages

The resume cannot be substituted for the State Employment Application. All employment information must be seen on the application.

For assistance with using the People First System contact the People First Service Center at 1-866-663-4735.

For additional information contact Debra Marchant at 904-255-1022

To learn more about the Florida State Courts System visit its website www.flcourts.org.

To learn more about the 4th Judicial Circuit Court of Florida visit its website <https://www.jud4.org/>

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, sex, age, national origin, genetic information, or disability.

We hire only U.S. citizens and lawfully authorized alien workers.

If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, to the provision of certain assistance. Please notify Debra Marchant at 904-255-1022 prior to the application deadline.

Persons using a TDD may call the contact person through the Florida Relay Service 711 or 1-800-955-8771.

ANTICIPATED START DATE IS JANUARY 2026.