

Fourth Judicial Circuit Court Administration
Contract Magistrate – Clay County
Annual Salary: \$ 105,000.00

LOCATION

4th Judicial Circuit Court, Green Cove Springs, Florida

POSITION OVERVIEW

The Fourth Judicial Circuit Court is seeking a qualified and experienced attorney to serve as a **Contract Magistrate** in Clay County. This position is responsible for conducting hearing and preparing recommended orders and judgments on matters referred by circuit judges.

The ideal candidate will possess strong legal analysis and research skills, courtroom experience, sound judicial temperament, and the ability to work effectively with litigants in high-stress family law proceedings.

KEY RESPONSIBILITIES

- Conduct hearings on referred family, small claims, county, civil, probate/mental health matters
- Case management of civil, family and probate cases
- Review orders of referral and perform legal research in preparation for the hearings
- Evaluate documentary evidence and witness testimony
- Rule on evidentiary objections and procedural matters
- Timely prepare recommended orders and judgments containing statutory findings of fact and conclusions of law
- Manage pre-trial and post-judgments motions, including discovery, dismissal and clarification matters
- Ensure proceedings and orders comply with applicable Florida laws, rules, and court proceedings.

QUALIFICATIONS

- Juris Doctor degree from an accredited law school
- Active membership in good standing with The Florida Bar
- Minimum of Five (5) years of legal practice experience
- At least one (1) year of family law experience required
- Strong knowledge of Florida family, dependency, juvenile, probate/mental health, county and civil proceedings
- Working knowledge of Chapters 39, 61, 63, 394, 397, 733 and 742 Florida Statutes
- Excellent written communication, legal research and courtroom management skills

PREFERRED SKILLS

- Substantive family and civil experience
- Ability to analyze complex legal issues and evidence
- Judicial demeanor and professionalism
- Strong organizational and case management abilities
- Ability to work effectively with self-represented litigants and emotionally sensitive litigants.

HOW TO APPLY

Submit a cover letter and resume to CourtHR@coj.net.