



Eleventh Judicial Circuit of Florida Magistrate - Circuit Civil Division (State Funded)

SALARY	\$105,441.18 Annually	LOCATION	33130, FL
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-9250	DIVISION	Circuit Civil Division
UNITS	General Magistrate	OPENING DATE	07/08/2024
CLOSING DATE	8/8/2024 11:59 PM Eastern		

Description

Salary is Non-Negotiable. The successful candidate will be hired at the minimum salary. Resume and legal writing sample are required. Preferably, the writing sample should be a civil motion or memorandum of law. These documents must be uploaded by the closing date. Only completed applications with supporting documents will be considered.

This is highly responsible professional quasi-judicial work, which includes conducting hearings, hearing arguments of counsel and the testimony of witnesses, reviewing evidence, making findings of fact, arriving at conclusions of law and making rulings on Civil Law matters. The individual in the position will preside as a General Magistrate over Civil Law Court hearings that are referred by a Circuit Court Judge. The General Magistrate shall be responsible for preparing a report or recommendation for the referring judge. The General Magistrate's powers and duties are performed within the framework of applicable state/local laws and court rules. The individual in this position will operate an office including supervising an administrative assistant and court security specialist.

The practice of law is prohibited in all areas.

Responsibilities

- Presides over those matters pursuant to Rule 1.490 of the Florida Rules of Civil Procedures and Statute.
- Conducts evidentiary hearings in person, on Zoom or the telephone.
- Reviews court files and the court docket to prepare for hearings.
- Dictates, prepares, reviews and signs reports and recommendations.
- Assists the Judges and their staffs with questions and issues regarding the Magistrate's office and Civil law issues.
- Conducts legal research including searching, reviewing, analyzing, studying and annotating laws, court decisions, documents, opinions, briefs and related legal authorities; keeps abreast of Florida laws.
- Attends and conducts regular and special meetings with Judges, Magistrates, Hearing Officers, Court Administration, legal and staff.
- Reviews Judge's orders of referral and the motions filed.
- Reads and reviews professional journals and case law updates to stay current on the regulations and statutes governing civil court proceedings.
- Performs administrative tasks, such as preparing periodic employee performance evaluations, case managing, or completing job related paperwork such as timesheets, travel expense reports or benefit forms.
- Attends seminars, meetings, classes, workshops and conferences to improve professional skills.
- Directs and supervises office clerical staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests.

- Performs related work as required in an expeditious manner.

Qualifications

- Juris Doctor (JD) degree from an accredited law school.
- Member in good standing with the Florida Bar.
- Five (5) years of experience in the practice of law, specifically handling civil litigation matters.

Knowledge, Skills and Abilities (KSAs):

- Thorough knowledge of Florida state laws and court rulings as they pertain to their assigned division of the court.
- Thorough knowledge of general and specific law, state laws, established precedents, and sources of legal reference.
- Thorough knowledge of court procedures, rules of evidence and trial and courtroom procedures. Knowledge of the responsibilities and authority of General Magistrates and Hearing Officers.
- Ability to apply legal principles and specialized knowledge to individual cases and problems.
- Ability to utilize computer programs such as, CourtMap, Odyssey, Eportal, Microsoft Office Suites to include, but not limited to Word, Outlook, and Zoom.
- Ability to conduct legal research.
- Ability to prepare for hearings, hear cases, and present material clearly and logically in oral and written form.
- Ability to work with litigants who are in stressful situations.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly.
- Ability to supervise office personnel.
- Ability to counsel persons on sensitive issues.
- Ability to perform work as required.

Working Conditions/Physical Demands/Licenses Certifications

Working Conditions:

- Moderate noise; business office setting.

Physical Demands:

- Work involves a significant amount of standing, walking, sitting, talking, listening, balancing, stooping, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Licenses Certifications:

- Member in good standing of the Florida Bar required.

Agency

Eleventh Judicial Circuit of Florida

Address

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Website

<https://www.jud11.flcourts.org>