

Trial Court Clerkship – Fifteenth Judicial Circuit, West Palm Beach, Florida

The Fifteenth Judicial Circuit (Palm Beach County, Florida) is now accepting employment applications for a two year position as a Trial Court Law Clerk. The position begins in **late August or early September 2017** at the Main Judicial Center in West Palm Beach, Florida. The Trial Court Law Clerk program will provide the successful applicant with a broad array of legal duties including:

- legal research
- writing memoranda of law
- assisting the trial judges in researching and responding to motions
- drafting proposed orders and opinions
- preparing and presenting bench memoranda to a three judge circuit court appellate panel

The Trial Court Law Clerks are exposed to areas of law including civil, criminal, juvenile and family. The program is designed to allow the Trial Court Law Clerks the opportunity to interact with the judges and with the legal community, attend in house “lunch & learns” and trainings, and become involved with the legal community and local bar associations. The Trial Court Law Clerks are given the opportunity to attend trials, tour the local governmental facilities and learn more about the programs offered in the Fifteenth Judicial Circuit. The Trial Court Law Clerks are supervised by the Court’s General Counsel.

Applicants must have:

- a strong academic record (minimum 3.0 grade point average in college and law school)
- possess excellent research, writing and communication skills
- be enrolled or have graduated from an ABA accredited law school
- be a member of the Florida Bar within one year of hire
- be proficient in Microsoft Word and Microsoft Excel
- law review/journal or teaching/research assistant strongly preferred

Discretion, honesty and confidentiality in handling matters before the court are essential. The starting salary is \$45,817.20 (10% less if not a member of The Florida Bar).

Application packets must include the following (failure to follow instructions will disqualify the applicant):

1) cover letter; 2) a current resume; 3) a completed State of Florida Application for Employment found at <https://peoplefirst.myflorida.com/sap/public/bsp/sap/public/graphics/mimes/SOFapp.pdf>; 4) names, addresses, phone numbers, and relationship of three professional or academic references; 5) a law school and college transcript (official or unofficial) and 6) a 6-8 page double spaced writing sample (copied on one side only and must include legal analysis and case citations)

Application packets are to be sent to: Amy S. Borman, General Counsel, Fifteenth Judicial Circuit, 205 North Dixie Highway, 5th Floor, West Palm Beach, Florida 33401. Emailed applications are not accepted.

If you need an accommodation in order to participate in the application process, please call (561) 355-1952 in advance. Completed applications must be received by **4:00 p.m. on Friday March 3, 2017**. Receipt of an application does not guarantee an interview. Applications will be reviewed when received and we will attempt to coordinate interviews with school and spring break schedules.

For more information on the Fifteenth Judicial Circuit, please go to www.15thcircuit.com. For more information on the Trial Court Law Clerk Program, please go to www.15thcircuit.com/generalcounsel and click on the Trial Court Law Clerk link.