

Clerkship Opportunity – Fifteenth Judicial Circuit, West Palm Beach, Florida

The Fifteenth Judicial Circuit (Palm Beach County, Florida) is now accepting applications to fill the 2019-2021 Clerkship Class of the Trial Court Law Clerk Program. It is anticipated that the positions will begin in **mid-August 2019** at the Main Judicial Center in downtown West Palm Beach, Florida.

The Trial Court Law Clerk program is comprised of 12 attorneys and is run through the Office of the General Counsel. This program provides an excellent way for attorneys (especially recent law school graduates) to learn about the state court practice and become familiar with court procedure by working with more than 30 different trial judges. The Trial Court Law Clerks are exposed to various areas of law including civil (commercial and personal injury), criminal, juvenile and family. The program is designed to allow the clerks the opportunity to interact with the judges and local attorneys, 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 hearings and trials, tour the local governmental facilities, and learn more about the justice programs offered in the Fifteenth Judicial Circuit.

Responsibilities of the position include:

- 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

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
- become a member of the Florida Bar within one year of hire

It is strongly preferred that candidates 1) have been on a law review/journal, 2) have been a teaching/research assistant, or 3) have previously worked with a judge or in the court system.

The starting salary is \$45,817.20 (10% less if not a member of The Florida Bar) with all State of Florida employee benefits.

Application packets must include the following: 1) cover letter; 2) a current resume; 3) names, addresses, phone numbers, and relationship of three references; 4) undergraduate and law school transcripts (official or unofficial); 5) a completed State of Florida Application for Employment found at <https://peoplefirst.myflorida.com/sap/public/bsp/sap/public/graphics/mimes/SOFapp.pdf>; and 6) a 6-12 page double spaced writing sample with a focus on legal analysis. 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 or at ABorman@pbcgov.org. Emailed applications may be "quarantined" by the court's email/spam system and therefore you may want to confirm an emailed application was received.

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 1, 2019**. Applications are reviewed and interviews granted on a “**rolling**” basis and therefore the positions may be filled prior to the end of the application period. Receipt of an application does not guarantee an interview. For applicants currently in law school, interviews can be scheduled around winter and spring break.

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. For more information on the Fifteenth Judicial Circuit, please go to www.15thcircuit.com.