

## STATE ATTORNEY'S OFFICE, 19TH CIRCUIT-ASSISTANT STATE ATTORNEY

Minimum Salary: \$51,000.00

Posting Closing Date: August 1, 2021

### **Description of Office**

The State Attorney's Office of the 19<sup>th</sup> Judicial Circuit is located on the beautiful Treasure Coast of Florida. The circuit is comprised of four counties: Indian River, St. Lucie, Martin and Okeechobee. Three of our counties are bordered by the Atlantic Ocean. Martin County's Stuart is recognized as the Sailfish Capital of the World while Lake Okeechobee is one of the most productive Large Mouth Bass fisheries in the country. The primary towns in the circuit are Vero Beach, Fort Pierce, Port St. Lucie, Stuart and Okeechobee. Unlike some sister circuits, the 19<sup>th</sup> Circuit is not overdeveloped and has vast areas of natural areas and unspoiled beaches.

### **Description of Duties**

Assistant state attorneys (prosecutors) are responsible for representing the State of Florida in criminal proceedings before county and circuit courts. The critical duty of an assistant state attorney, as a minister of justice, is to do what is right. Assistant state attorneys serve at the pleasure and direction of the elected State Attorney. Applicants should have a thorough working knowledge of the Rules of Criminal Procedure and Rules of Evidence. A desire for immediate trial experience is required.

#### **Typical duties of a prosecutor:**

- Review of cases for felony, misdemeanor, and juvenile prosecution.
- Professionally interact with victims, police, and witnesses to make critical decisions.
- Draft indictments, informations and petitions.
- Prepare discovery and attend depositions.
- Develop trial strategy, conduct plea negotiations, and perform research.
- Make court appearances.
- Communicate with judges and court personnel.
- Prepare legal documents and materials for court proceedings.
- Argue motions in court.
- Select jurors, present evidence and conduct trials.
- Present evidence and instruct grand juries.
- Organize and conduct lectures or workshops.
- Supervise support staff and train staff on legal issues.
- Comply with all public records statutes and policies.

**Essential applicant qualities:**

- Dependable in-office attendance.
- Ability to focus and pay attention to detail.
- Ability to conduct legal research and apply legal analysis to factual scenarios.
- Possess public speaking skills.
- Efficient typing and computer skills and ability to operate office equipment.
- Generate sound work product in a timely fashion.
- Effective communication skills and ability to interact professionally with other employees and members of the public.
- Work effectively both as a team contributor and in an independent fashion.
- Ability to work more than 40 hours per week. Attorneys may be required to attend court hearings conducted outside of normal office hours and are required to adequately prepare cases prior to court hearings.

**Training and Benefits:**

- Assistant state attorneys are given extensive in-house training and statewide / national training opportunities.
- Assistant state attorneys receive monthly training sessions that provide Continuing Legal Education credits to be submitted to the Florida Bar.
- Westlaw is provided to assistant state attorneys.
- A comprehensive benefits package including health and life insurance is provided.
- Assistant state attorneys are members of the Florida Retirement System in the senior management class.
- Both vacation leave and sick leave are accrued on a monthly basis.
- Throughout the year, assistant state attorneys receive multiple paid state holidays.

**Applicant Credentials:**

We will consider the following applicants:

- Florida Bar Members in good standing,
- Law school graduates that have taken the Florida Bar Exam and are awaiting results, or
- 3L students from an accredited law school (preference may be given to those qualified as Certified Legal Interns or those that have already applied to take the Florida Bar and have successfully completed the background investigation).

### **Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop or crouch. The employee must occasionally lift or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus.
- The noise level in the work environment is usually moderate.
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Further Information:**

- For more information about the State Attorney's Office of the 19<sup>th</sup> Judicial Circuit, please visit:

[www.sao19.org](http://www.sao19.org)

- If you have questions regarding interviewing with the State Attorney's Office of the 19<sup>th</sup> Judicial Circuit, please send your inquiry to:

[HRASA@sao19.org](mailto:HRASA@sao19.org)

- To apply, please complete an office employment application and send a cover letter and resume to:

[HRASA@sao19.org](mailto:HRASA@sao19.org)

- Office employment applications are in the career section of our website:

[www.sao19.org](http://www.sao19.org)

(select "Career" & then "Assistant State Attorney Opportunities").

### **POLICIES:**

The State Attorney's Office is a workplace free of harassment and discrimination. Professional conduct is required. Employees must practice safe workplace procedures

and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. Assistant state attorneys are required to reside in one of the four counties comprising the 19<sup>th</sup> Judicial Circuit.