



Leon County Clerk of Courts and Comptroller's Office Staff Attorney

SALARY	\$27.78 - \$45.83 Hourly \$57,776.99 - \$95,332.04 Annually	LOCATION	301 S. Monroe St. Tallahassee, FL
JOB TYPE	Full-Time	JOB NUMBER	26-00003
DIVISION	Court Administration	OPENING DATE	01/29/2026
CLOSING DATE	2/27/2026 11:59 PM Eastern		

DESCRIPTION

ARE YOU LOOKING FOR A REWARDING CAREER IN PUBLIC SERVICE WHERE YOU CAN MAKE A POSITIVE IMPACT IN LEON COUNTY?

JOIN OUR TEAM!

**THE OFFICE OF
GWEN MARSHALL**
Clerk of the Circuit Court & Comptroller
Leon County, Florida

TO GET MORE INFO
www.leonclerk.com

We Serve.

We are seeking highly motivated individuals to join our Tallahassee team located in the rolling hills of northwest Florida.

At the Clerk of the Circuit Court & Comptroller's Office you can:

- Take pride in delivering high quality service
- Be part of a diverse family that promotes constructive ideas and suggestions
- Participate in professional development opportunities
- Stay abreast of trends in the legal industry

Total Compensation package include:

- 9 Paid Holidays/Personal Time Off
- Low-Cost Medical/Dental/Vision Plan Coverage for Employee and Families
- Dependent Care and Health Care Flexible Spending Accounts
- Florida Retirement System Pension Plan

- Florida Retirement System Investment Plan
- Deferred Compensation Retirement Savings Plan 457(b)
- Life Insurance Plans for Employees and Families
- Long-Term Disability Coverage for Employees
- Short-Term Disability Coverage for Employees
- Voluntary Supplemental Coverage through TIAA CREF

Overview:

The position of Staff Attorney to the Clerk of the Circuit Court and Comptroller is a professional position that entails research and writing of legal memorandums, draft opinions and draft responses in all types of circuit and county court matters, including but not limited to, criminal matters, including bond forfeiture motions and related civil matters such as foreclosures and other miscellaneous pre-trial or post-trial criminal issues, appeals from county court (both civil and criminal), and civil matters, including miscellaneous pre-trial or post-trial civil issues, and domestic relations and family law issues. The position works independently, reporting major activities through periodic meetings. In addition, this position serves as manager for the Self-Help Services Division, which includes the Low Bono Center, a clinic dedicated to providing ministerial legal assistance to pro se customers and In-House Collections. Establishing and maintaining relationships with the local bar association, who is a partner for the Low Bono Center is essential. Facilitating staff to operate Self-Help Services, which is the first line of contact when customers enter the office. Managing In-House Collections, which is the utilized to assist customers in paying court fines and fees and looking to reinstate driver's licenses. Monitor and analyze pending legislation as it relates to office priorities and keep Senior Management abreast of potential changes in the law.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Draft correspondence, memoranda of law, answers, and other legal documentation.
- Proactively monitor and analyze state and local issues and legislation and the potential impact on the office.
- Conduct in-depth research on legislative issues; analyze and report on legislative activity as it relates to the Clerk's office; maintains current knowledge of legislative trends and regulatory developments of interest to the Clerk's office. Conduct legal research relevant to concerns, complaints, legal issues, pending lawsuits and other legal matters on behalf of the Clerk's office.
- Assist in interpreting bills, preparing research and understanding impact of legislation to the organization.
- Prepare pleadings, briefs, legal opinions and correspondence concerning customer and Clerk issues.
- Represent the Clerk of the Circuit Court and Comptroller in court as necessary.
- Coordinate and correspond with outside legal counsel regarding various legal matters and litigation regarding the Clerk of Courts.
- Correspond with the Florida Court Clerk & Comptrollers (FCCC), Florida Clerks of Court Operations Corporation (CCOC), other Clerk's offices or other organizations regarding legislative issues or interpretation of statutes for their offices.
- Maintain presence with and participate in committees with the Florida Court Clerk & Comptrollers (FCCC), Florida Clerks of Court Operations Corporation (CCOC), other Clerk's offices to further office priorities.
- Approve and review all contracts on behalf of Clerk's office.
- Review, draft and negotiate proposed contracts and other legal documentation for the Clerk's office.
- Acts as liaison for Request for Proposals (RFPs) and Request for Quote (RFQs) and attend negotiations.
- Participate in Senior Leadership team meetings.
- Review and advise Senior Team on public information requests.
- Build and maintain working relationships with our partners: Judiciary, State Attorney, Public Defender, and General Counsels at other Clerk offices.
- As directed, identify and work with outside counsel.
- Evaluate risks and consequences of situations and advise Clerk and Management team members of possible courses of action.
- Participate in and assist in preparing management training sessions.
- Ensure the preparation, submission, filing, and response to legal processes involving the Clerk's office or its employees as required.
- Prepare and coach employees summoned for court on behalf of Clerk office.
- Communicate with coworkers, management, staff, the public, and others in a courteous and professional manner.

- Demonstrate the competencies, values and commitment necessary to perform the job.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Performs quality-control reviews of appellate case files to ensure accuracy, completeness, and compliance with Florida appellate rules and internal standards before transmission to the appellate court.
- Perform other special projects, assignments or research as directed by the Clerk.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate knowledge of legal research methods, use of Florida statutes, and rules of civil procedures, small claims, and criminal procedures.
- Interact professionally and maintain effective working relationships with coworkers, attorneys, and the public.
- Ability to work independently.
- Use standard office practices and procedures.
- Make decisions in accordance with applicable laws, rules, regulations and policies.
- Strong written and verbal communication skills.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Required:

- Juris Doctorate from an accredited law school with membership in the Florida Bar Association in good standing;
- Three to five years of recent and relevant experience involving litigation, research and legal advisement;
- Experience in several areas of law; and
- Demonstrated exceptional verbal/written communication skills and local and state legislative research experience required.

Preferred:

- Experience in both Civil and Criminal Law.
- Experience working in a Governmental environment.

CONDITIONS OF JOB OFFER AND EMPLOYMENT

- Must maintain an active Florida Bar license status.
- Possess and maintain a valid Driver's License.
- Complete and pass a Background Check of the Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC).
- Past Employment Verification.
- Education Verification.
- Pre-employment drug test at a County designated test location.
- E-Verify Eligibility to Work in the United States.
- 90-Day Introductory Period.

Security Responsibilities: Must comply with all organization security and data protection / usage policies and procedures. Personally, responsible for proper marking and handling of all information and materials, in any form. Shall not divulge any information, or afford access, to other employees not having a need-to-know. Shall not divulge information outside the organization without Clerk approval. All government and proprietary information will be accessed and stored electronically on company provided resources.

ADAAA Compliance

The Leon County Clerk of Courts is an Equal Opportunity Employer. Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential mental and physical functions. Applicants and current employees may request any accommodations they may need in order to perform the essential functions of the position they hold or are seeking.

Working Conditions

Work is conducted primarily in an office environment. This position frequently requires working within strict deadlines, under stressful conditions, and with a variety of personalities.

Equal Employment Opportunity Policy

The Leon County Clerk of the Circuit Court and Comptroller provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Employer

Leon County Clerk of Courts and Comptroller's Office

Address

301 South Monroe Street
Suite 100
Tallahassee, Florida, 32301

Phone

850-606-4005
850-606-4041

Website

<http://www.leonclerk.com>