



**OFFICE OF THE STATE ATTORNEY
10TH JUDICIAL CIRCUIT**

STATE ATTORNEY BRIAN HAAS

**SERVING POLK, HIGHLANDS, AND
HARDEE COUNTIES**

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT STATE ATTORNEY
SALARY: \$50,000.04 + COMMENSURATE WITH QUALIFICATIONS*
WORK SCHEDULE: M-F 8AM-5PM
JOB LOCATION: Bartow, Lakeland, and Winter Haven
CLASS CODE: 6901
EEO CODE: 02
FLSA STATUS: Exempt
PAY GRADE: 060
RETIREMENT: SR. MANAGEMENT

DISTINGUISHING CHARACTERISTICS OF WORK:

The State Attorney's Office, 10th Judicial Circuit, is accepting applications for the position of Assistant State Attorney. Positions are available in our Trial Division and our non-trial, Intake Division. Trial Attorneys are responsible for prosecuting a large volume of Felony and/or Misdemeanor cases. Intake Attorneys are responsible for reviewing and analyzing reports, complaint affidavits, and other relevant information for referral for prosecution or inclusion in programs as applicable.

Current members of the Florida Bar are invited to apply. Please submit a cover letter and resume along with your application.

ILLUSTRATIVE DUTIES:

Responsibilities include, but are not limited to: prosecutorial criminal casework requiring preparation of legal documents, legal research, taking of depositions, and interviewing of witnesses, victims and other parties to ascertain facts of case for prosecution. Trial work includes case preparation for court presentation, examining and cross-examining witnesses/defendants/victims, and summarizing cases for presentation for jury and non-jury trials.

The duties of these positions require proficient management of detailed case work and the ability to use office computer software and equipment. Applicant must have knowledge and ability to communicate clearly and effectively, both orally and in writing. Duties also require the employee to perform various frequent and repetitive actions/duties, in use of computer programs/keyboard and telephone. Travel between branches may be required.

NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

***SALARY:** The minimum salary for a position of this class code is \$4,166.67 per month. Salary will be commensurate with qualifications and work experience of candidate.

EDUCATION/MINIMUM QUALIFICATIONS:

This position requires a Juris Doctorate degree in Law. Applicant must be a member of the Florida Bar in good standing, or eligible for certification under the Florida Practice Rules.

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, kneel, or crouch. The employee must occasionally lift and/or move up to 50 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;

BENEFITS:

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

POLICIES:

The State Attorney's Office has a harassment-free workplace policy and professional conduct requirement. 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. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

HOW TO APPLY:

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann
Personnel Director
State Attorney's Office
255 North Broadway
Bartow, FL 33830
Telephone: (863) 534-4898
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.