



OFFICE OF THE STATE ATTORNEY  
10TH JUDICIAL CIRCUIT

**STATE ATTORNEY BRIAN HAAS**

SERVING POLK, HIGHLANDS, AND  
HARDEE COUNTIES

## JOB ANNOUNCEMENT

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**JOB TITLE:** ASSISTANT STATE ATTORNEY  
**DEPARTMENT:** CHILD SUPPORT ENFORCEMENT  
**CLASS CODE:** 6901  
**PAY GRADE:** 060  
**ANNUAL SALARY:** COMPETITIVE AND COMMENSURATE WITH QUALIFICATIONS  
**EEO CODE:** 02  
**WORK SCHEDULE:** M-F 8AM-5PM  
**JOB LOCATION:** Bartow  
**FLSA STATUS:** Exempt  
**RETIREMENT:** Sr. Management

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### **DISTINGUISHING CHARACTERISTICS OF WORK:**

The State Attorney's Office, 10th Judicial Circuit, is accepting applications for the position of Assistant State Attorney. The selected candidate will serve in our Child Support Enforcement division and will be responsible for handling cases assigned in Hardee, Highlands, and Polk counties. Travel between Hardee, Highlands, and Polk counties is an essential function of the position. Knowledge and expertise in family law and enforcement proceedings are also essential to this position.

**SALARY:** We offer a competitive salary commensurate with the qualifications and work experience of each individual candidate, along with a comprehensive benefits package.

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

### **ILLUSTRATIVE DUTIES:**

CSE Attorneys provide representation for the Florida Department of Revenue in Child Support Enforcement matters. Responsibilities include, but are not limited to: requiring preparation of legal documents, legal research, preparation for court presentations, and attending court hearings.

The duties of this position 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.

**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.**

**BENEFITS:**

Benefits include, but are not limited to, health, dental, vision, life; paid annual and sick leave; paid state holidays; Senior Management Retirement and Disability. 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).

**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;
- Applicant must have and maintain reliable transportation for purposes of traveling to Hardee and Highlands counties.

## **HOW TO APPLY:**

Interested applicants may complete and submit their [application](#), cover letter and resume 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.