



LARRY BASFORD, STATE ATTORNEY
Fourteenth Judicial Circuit of Florida
In and For Bay, Calhoun, Gulf, Holmes, Jackson, and Washington Counties

Position: Assistant State Attorney (Entry-Level)
Salary: \$75,000/annually, plus benefits
Counties: Bay, Calhoun, Gulf, Holmes, Jackson, and Washington

We are seeking entry-level, enthusiastic Assistant State Attorneys with a desire to work and live in an area that is both home of the World's Most Beautiful Beaches, and landmark legal decisions like *Gideon v. Wainwright*. State Attorney Larry Basford invites you to join us in a Circuit that boasts some 70 miles of beaches and a booming economy that includes the first international airport built in the country post 9-11. Our natural resources include an environment so rich and diversified that you can go deep-sea fishing in the morning, break for lunch and a nap on the beach, then travel 15 miles north for an afternoon at the springs or in the woods with an abundance of wildlife.

If you have good judgment, a desire to enrich a community, and share our office's mission to keep our citizens safe while ensuring that justice is pursued in a fair and thoughtful way, consider joining our team. We offer an opportunity for driven applicants to grow their skills, learn from veteran prosecutors with decades of experience, and advance their careers right here with us.

DESCRIPTION OF POSITION BEING FILLED:

The State Attorney's Office, 14th Judicial Circuit, covers Bay (Panama City), Calhoun (Blountstown), Gulf (Port St. Joe), Holmes (Bonifay), Jackson (Marianna), and Washington (Chipley) Counties. This is a general job posting for entry-level attorney positions in the misdemeanor divisions of all offices. Applicant must be a member of the Florida Bar in good standing. Law students and recent graduates awaiting Florida Bar exam results may be considered. Licensed attorneys are eligible for State of Florida employee retirement and insurance options, attorney benefits, paid holidays, and leave.

Applicants must have a strong interest in courtroom litigation, with excellent communication and critical thinking skills. Duties of the position require professional interaction with the public, law enforcement, and office staff. Applicant must be able to work independently and as a team member. Travel may be required.

Attorney 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. Duties of the position require professional interaction with the public, law enforcement, and office staff.

The duties of the position require proficient management of detailed case work and the ability to use office computer software and equipment frequently.

MINIMUM TRAINING AND EXPERIENCE:

Applicant must be a member of the Florida Bar in good standing. Law students and recent graduates awaiting Florida Bar exam results may be considered.

HOW TO APPLY:

Submit Application and Authorization to Release Information (available on our website at: <http://sa14.fl.gov/careers-opportunities/>), cover letter, and resume, via email to SA_businessoffice@sa14.fl.gov.

POLICIES:

The State Attorney's Office is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Employment is "At Will" and non-contracted. The State Attorney's Office is a member of Florida Prosecuting Attorneys Association and FPAA Pay Plan.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act. 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 comprehensive background check including fingerprinting and drug testing. The State Attorney's Office 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).

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.