



State Attorney

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Thirteenth Judicial Circuit
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Employment Guidelines

While we may not currently have open positions, we will gladly accept your application and schedule an interview as vacancies occur.

Please note the following:

1. **APPLICATION.** A completed Application Packet—which includes an “Authorization to Release Information” form and an “FRS Employment Certification” form—is required, with or without a resume.
2. **POSITIONS.** Vacant positions are offered first to current State Attorney’s Office employees. If a larger pool of applicants outside the office is considered, State Attorney’s Office employees will be given special consideration.
3. **INTERVIEW.** After you have submitted your application for an advertised position, applications are screened for interviews. A short list of candidates who best meet the job qualifications will be selected. If you are selected, you will be called for a specific time to meet with the interview team.
4. **RETENTION.** Your application will be retained for one year and you may be contacted for an interview at any time during that period. Even if you are not offered a position after your first interview, your application will be retained in our active applicants file for one year, unless you tell us otherwise.
5. **PARALEGAL.** While our support staff includes only a few positions that *require* a paralegal certification, applicants with paralegal training are encouraged to apply for other openings on our team. Experience gained while serving in other key positions on our support staff can provide an excellent background in criminal procedure, and once you are a member of our State Attorney’s Office staff you will receive special consideration for additional advanced positions as they become available.

6. **BENEFITS AND SALARY.** All full-time permanent employees receive our substantial benefits package, including low-cost health insurance; paid annual leave, sick leave, and holidays; and membership in the Florida Retirement System.

Starting salary for Assistant State Attorneys who have completed law school and who hold membership in the Florida Bar is \$70,000. Starting salary for entry-level clerical or secretarial positions range from \$35,360 to \$36,210.

The Florida Prosecuting Attorneys Association (FPAA) Classification and Pay Plan sets the salary range for support staff. Salaries are based on tenure, skills, knowledge, training, experience, classification, and job responsibilities within the guidelines of the FPAA Classification and Pay Plan mentioned above.

7. **STATE EMPLOYMENT.** As a full-time permanent staff member of the State Attorney's Office for the Thirteenth Judicial Circuit, you are a State of Florida employee, eligible for all State employee benefits. State Attorney's Office employees are not under the jurisdiction of civil service regulations. The provisions of the Classification and Pay Plan of the Florida Prosecuting Attorneys Association govern personnel operations of the State Attorney's Office. Your employment is with an elected official (the State Attorney) and you work at his or her will. You are not a career service employee.

8. **CONFIDENTIALITY.** Open case files and investigations of the State Attorney's Office are confidential, and staff are expected to maintain strict confidentiality, never discussing cases when outside of the office or sharing case information with anyone not currently employed by the State Attorney's Office.

9. **SCREENING/CRIMINAL BACKGROUND INVESTIGATION/FINGERPRINTS.** All prospective employees will be required to undergo criminal background investigations, including FCIC/NCIC and driving history, and must be fingerprinted. In accordance with Florida Department of Law Enforcement guidelines and the FBI CJIS security policy, any reported felony conviction or any misdemeanor conviction occurring within three years of application will be immediate grounds for denial of access to CJIS and the applicant will not be considered for employment. Any other charges will be reviewed on a case-by-case basis.

10. **SPECIFIC REQUIREMENTS OF POSITION.** If you are selected for an interview, the members of the interview team will discuss the specific requirements of current open positions in detail.

Thank you for your interest in joining our office. We are always seeking eager, motivated people to join our team!