



**RACHEL M. SADOFF, CFCC**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
BREVARD COUNTY, FLORIDA

**HUMAN RESOURCES**  
P.O. BOX 999  
TITUSVILLE, FL 32781-0999

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DEPARTMENT (321) 637-5312  
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<b>TITLE:</b>	General Counsel	<b>FLSA:</b>	Exempt
<b>SUPERVISOR:</b>	Clerk & Comptroller	<b>SALARY:</b>	\$60,000 - \$75,000 Annually
<b>DEPARTMENT:</b>	Administration	<b>LOCATION:</b>	Viera (May Vary)

### SUMMARY DESCRIPTION

Provides highly complex legal services to the Clerk of the Circuit Court & Comptroller, her designees, and employees of the Clerk's Office by answering questions regarding Florida law, court procedure, and policy questions. The position shall also represent the Clerk's Office in litigation matters, by drafting opinions and legal briefs, and become a subject matter expert in the Clerk's constitutional, statutory, and other functions.

### EXAMPLES OF WORK PERFORMED

- Acts as a senior advisor and member of the Clerk's management team
- Represents the Clerk's Office in all matters affecting the office, including legal research, drafting of relevant pleadings, and court appearances on behalf of the Clerk;
- In conjunction with the Clerk and/or her designee(s), selects, directs, and oversees the work of appointed external counsel in specialty matters
- Routinely and expeditiously reviews and summarizes legal precedents to render advice and counsel to the Clerk, her designees, and supervisory staff as warranted;
- Consults with and advises the Clerk regarding legal reasoning, potential outcomes, recommendations, and interpretations of law;
- Makes presentations as necessary to the public regarding the role of the Clerk's Office;
- Volunteers for appropriate committees, workshops, workgroups, and other professional groups to advance the position of the Clerk's Office
- Reviews and revises forms for legal sufficiency in consultation with the statutes, court rules, and local administrative orders;
- Negotiates, reviews, and revises contracts as necessary for approval and signature by the Clerk or designee(s);
- Stays abreast of current legislative, legal, and regulatory trends affecting the Clerk;
- Reviews updates to Clerk policies, procedures, and handbooks for legal sufficiency;
- Support and conduct, as warranted, investigations into employee misconduct in conjunction with Human Resources;
- Maintains appropriate attendance and appearance at meetings or other functions as designated by the Clerk or her designee; and
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the role of the Clerk of the Circuit Court & Comptroller regarding her court and county functions;
- Extensive knowledge of Florida and applicable federal constitutional, statutory, and case law;
- Extensive knowledge of the Florida Rules of Court;
- Extensive knowledge of management and leadership practices;
- Ability to comprehend and synthesize complex information for lay employees;
- Ability to work independently and establish work priorities with little oversight;
- Ability to communicate effectively, both verbally and in writing, with employees and the public;
- Ability to learn new software as necessary for the position;
- Ability to travel within and outside of the county for conferences, meetings, and other activities as required; and
- Advanced knowledge of Microsoft Office Suite and WestLaw.

## MINIMUM QUALIFICATIONS

- Law degree from an accredited institution
- Member in good standing of The Florida Bar (with no discipline record)
- Three to five years' experience practicing in the State of Florida
- Ability to practice in the Middle District of Florida preferred

## PHYSICAL FUNCTIONS

No disagreeable physical demands exist with this position. Applicant may be required to lift up to 25 pounds and have finger dexterity. Applicant must have the physical, developmental, and mental abilities 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 of the job.

## WORK ENVIRONMENT

Work is performed in an office environment and may require interactions with colleagues of varying skillsets and types. The applicant will be required to travel to branch offices as needed or directed by the Clerk or to attend court.

## APPLICATION PROCESS

Interested candidates should submit an employment application, a cover letter indicating their interest and qualifications, as well as a resume to [applicationshr@brevardclerk.us](mailto:applicationshr@brevardclerk.us) or via mail to P.O. Box 999, Titusville, FL 32781-0999.

## EQUAL OPPORTUNITY EMPLOYER NOTICE

The Brevard County Clerk of the Circuit Court & Comptroller is an equal opportunity employer and employment selection decisions are based on merit, qualifications, and abilities. The Clerk does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by federal, state, or local law. This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## AMERICAN WITH DISABILITIES ACT NOTICE

The Americans with Disabilities Act requires the Clerk of the Circuit Court & Comptroller to provide reasonable accommodations to qualified individuals with disabilities. Perspective and current employees are invited to discuss accommodations by calling (321) 637-5312 or emailing *hr@brevardclerk.us*.