

The Florida Legislature
Commission on Ethics

Job Title:

Attorney

General Summary

The Florida Commission on Ethics is the independent Constitutional agency charged with investigating and reporting on allegations of breach of the public trust. This important work includes analyzing complaints and guiding investigations, drafting opinions for Commission approval, and providing informal advice to public officers and employees.

The ideal candidate will have good legal research, analytical, and writing skills, experience in the prosecution of criminal or administrative complaints, and a good understanding of administrative law.

This position conducts legal research; analyzes complaints; drafts orders and other legal documents; responds to questions from citizens and public officers and employees, and provides counsel to the Commission.

Examples of Work Performed

- Conducting legal research.
- Drafting opinions for consideration by the Commission.
- Representing the Commission before the courts and Division of Administrative Hearings.
- Providing legal advice to Commission members and staff.
- Assisting Investigators in complaint investigations.
- Providing informal guidance to public officials inquiring regarding their own conduct.
- Participating in rule development and adoption.

Knowledge, Skills, and Abilities

- Basic understanding of Florida law and legal procedure.
- Legal research and writing skills.
- Ability to analyze and organize information.
- Ability to effectively track complex matters.
- Ability to work independently.
- Ability to communicate effectively orally and in writing.

Minimum Qualifications

Attorney in good standing with The Florida Bar

Salary

Commensurate with experience.
Excellent benefits package.

Application Deadline

Applications will be received until the position is filled.

Submission of Application

Qualified applicants should send a completed legislative application and resume to:

Lynn Blais
P.O. Drawer 15709
325 John Knox Rd., Bldg. E, Suite 200
Tallahassee, FL 32317-5709

Applications are available through the Florida Legislature's web site Online Sunshine and in Room 701 of the Claude Pepper Building.

Accommodation for Disability

If an accommodation is needed for a disability, please notify Human Resources at (850) 488-6803.