

The Florida Legislature
Florida Commission on Ethics

Job Title

Ethics Attorney

General Summary

The Florida Commission on Ethics (Commission), the constitutionally independent agency serving as the guardian of the standards of conduct for the officers and employees of the state, counties, cities and other political subdivisions of the state, is currently seeking applicants for the position of Ethics Attorney. As an Ethics Attorney you will provide legal counsel, representation, advice, education, and opinions on an array of ethics-related matters for the Commission, under the direction of its General Counsel and the Executive Director.

Examples of Work Performed

- Researches, drafts, and presents legally binding, judicially reviewable ethics advisory opinions interpreting the ethics laws for consideration and adoption by the Commission.
- Drafts orders analyzing the legal sufficiency of complaints received by the Commission; prepares other orders for consideration and adoption by the Commission.
- Provides legal advice to Commission members and staff; assists investigators in preliminary investigations of ethics complaints.
- Provides legal advice and counsel through written analyses and telephonic communications with public officials and employees, local government attorneys, the press, and the general public regarding the Commission's interpretation of the ethics laws.
- With adequate supervisory support, represents the Commission in judicial and administrative litigation before state and federal courts.
- Develops and leads educational ethics trainings and lectures for the Commission.
- Participates in seminars and other meetings designed to inform interested persons and organizations of ethics laws in Florida.
- Engages in regulatory rulemaking on behalf of the agency; recommends and drafts proposed legislative amendments.
- Prepares and drafts contracts, agreements, and related legal documents for the Commission.
- Performs other related duties as required.

Minimum Qualifications

Attorney in good standing with The Florida Bar or passage of Florida Bar within 12 months of hire.

Preferred Qualifications

Experience in administrative law.
Experience with Florida ethics laws.

Salary

Commensurate with education, skills and experience.
Excellent benefits package including paid annual leave, sick leave, and retirement benefits.
Additional benefits may include the agency coverage of Florida Bar dues and attendance at training and educational opportunities.

Application Deadline

Applications will be received until the position is filled.

Submission of Application

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

Florida Commission on Ethics
P.O. Drawer 15709
325 John Knox Road, Building E, Suite 200
Tallahassee, FL 32317-5709
Email: Steverson.Kathryn@leg.state.fl.us

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.