



## Support Staff Opportunities

The Office of the State Attorney for the Thirteenth Judicial Circuit is responsible for prosecuting all criminal violations of state law that occur in Hillsborough County. In addition to prosecuting criminal offenses, our office is actively involved in a variety of community organizations dedicated to preventing crime, reducing recidivism, and supporting victims.

Are you interested in making our community a safer place to live, work and thrive? Apply now to join our team dedicated to building a stronger community.

Our office accepts applications for the below listed support staff positions on an ongoing basis. Applications are actively reviewed for one year and you will be contacted if you are selected to interview. Entry level positions provide an excellent training ground to apply for other positions within the office. Promotional opportunities are given first to current employees.

**Starting salary range:** \$35,360 - \$36,210

**Hours:** Full time, Monday - Friday, 8:30am – 5:00pm, 40 hours per week.

**To apply:** email completed Application Packet found at [www.sao13th.com/about/employment](http://www.sao13th.com/about/employment) to [Employment@sao13th.com](mailto:Employment@sao13th.com)

### Legal Assistants

Legal Assistants are assigned to the Circuit or County Court Divisions. The typical job duties include processing mail, pulling court dockets, preparing and filing of court pleadings, speaking with involved parties, officers, and the general public, and the processing of case files before, during, and after prosecution.

### Data Entry Specialists

Data Entry Specialists in the Case Support Team department are responsible for preparing the charging documents for cases being prosecuted by the State Attorney's Office. The team is cross trained on typing of Misdemeanor, Felony, and Traffic Informations and Upgrades.

### Clerical Specialists

Clerical Specialists in the Imaging Department are responsible for the scanning and processing of case notes, postal mail, and subpoenas into Laserfiche for the State Attorney's Office. This position also assists with workflow, troubleshooting, and in testing and implementing new procedures.

### Training and Experience Requirements:

All positions require a high school diploma or equivalency. Some positions also require one year of secretarial/clerical experience or an equivalent combination of training and experience.

Criminal Justice background preferred, but not required.