

OFFICE OF

MICHAEL J. SATZ

State Attorney
Seventeenth Judicial Circuit
Broward County, Florida

**APPLICANT
INFORMATION**

MONICA M. HOFHEINZ
Executive Director

RENATA ANNATI
Human Resources/Fiscal Director
(954) 831-5974

SPECIAL NOTE TO ATTORNEY APPLICANTS:

Please submit a cover letter, resume, three (3) reference letters, and a completed State Attorney's Office, 17th Circuit Employment Application which will be directed to Assistant State Attorney Barbara Mitchell Driscoll, Chairperson of the Professional Staff Interview Team. Contact #: (954) 831-6965.

SPECIAL NOTE TO INVESTIGATOR APPLICANTS:

Your application will be directed to Chief Investigator Tim Bronson. Requirements: at least five years prior sworn law enforcement experience and current certification by the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards & Training Commission. Contact #: (954) 831-7901.

Unless otherwise noted, benefits information in this package applies to all full-time permanent State Attorney staff, professional and support.

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

Please note the following:

APPLICATION. A completed State Attorney's Office, 17th Circuit Employment Application is **required**.

ENTRY-LEVEL POSITIONS. Except in extraordinary circumstances, support staff applicants will be considered to fill entry-level positions.

INTERVIEW. After you have submitted your application, you may be contacted for an interview with our Support Staff, Investigator, or Assistant State Attorney Interview Team.

RETENTION. Your application will be retained for one (1) 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, and the Team's recommendations, will be retained in our Active Applicants file for one (1) year, unless you advise to the contrary.

PARALEGALS. Our support staff includes only 4 or 5 positions that require a paralegal certification; however, applicants with paralegal training are encouraged to apply for other support staff openings. The experience gained in another position can provide an excellent background in criminal procedure and, once on the SAO staff, you will be eligible to apply for other, advanced positions as they become available.

SALARY. The starting salary for persons holding membership in the Florida Bar is \$40,000.

The starting salary for entry-level clerical or secretarial positions is \$1,885.09 per month (\$22,621.08 annual). (*Specific salary ranges for support staff are set by the Florida Prosecuting Attorneys Association (FPAA) Classification and Pay Plan, and vary according to the duties and responsibilities applicable to each position.*) An applicant's previous training and experience may qualify him/her for consideration for an advanced position. Salaries and opportunities for other positions will be discussed in your interview or may be posted on individual **JOB ANNOUNCEMENT** notices.

Salaries are based on tenure, classification, and job responsibilities, within the guidelines of the FPAA Classification and Pay Plan. Payroll is processed monthly. Your salary is deposited by electronic funds transfer into an account, which you designate at the time of employment. Cost-of-living salary increases are governed by the State Legislature. Merit or promotional increases are processed as designated by the State Attorney, Chief Assistant State Attorney and Executive Director.

STATE EMPLOYMENT. As a full-time permanent staff member of the State Attorney, 17th Judicial Circuit, you are a State 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.

ORGANIZATION. The Office of the State Attorney, 17th Judicial Circuit, is staffed with attorneys, investigators, and support (clerical, secretarial and administrative) staff. Total staff ranges between 475-515 persons.

ROLE OF THE STATE ATTORNEY. The State Attorney, as the representative of the people of the State of Florida, is responsible for prosecuting all persons charged with criminal offenses occurring within the designated judicial circuit. Broward County comprises the entire 17th Judicial Circuit, the second largest of 20 judicial circuits in Florida. All felony cases (e.g., robbery, burglary, homicide), all misdemeanor cases (e.g., loitering, shoplifting, assault and battery), and all criminal traffic cases (e.g., DUI, driving on a suspended license) are handled by the State Attorney's Office.

CONFIDENTIALITY. Open files of State Attorney's Office cases and investigations 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.

PROFESSIONAL CONDUCT. Employees are held to a high standard of professional conduct, as outlined in the Office's Policy Manual, including strict requirements relating to interaction with victims, witnesses, and the public in general.

POLYGRAPH EXAMINATION. Candidates who have accepted an offered position with the Office are **required** to take a polygraph examination. Among other topics, the examination covers work background and use of illegal drugs (including illegal drug use by those with whom you associate), employee theft, and commission of undetected crimes. Please see the **Drug Use Policy** relating to applicants on page 5 of this packet. The examiner prior to the actual polygraph examination conducts an extensive pre-test interview covering the polygraph equipment, procedures, and test questions.

WORK HOURS/OVERTIME. This office operates on a 40-hour workweek. **Support staff**, with certain exceptions, observe work hours of 8:00 AM-5:00 PM with 1 hour for lunch or 8:30 AM-5:00 PM with ½ hour for lunch. Varying requirements within different divisions of the office may allow for varying work schedules. (Time worked over 40 hours in a week is usually compensated by *Compensatory Time*, Calculated at 1½ times the regular rate of pay.)

VACATION/PAID LEAVE. New employees of the State Attorney earn leave benefits as follows: Annual Leave is earned at the rate of 8 hours and 40 minutes per month (13 days/yr). Sick Leave is earned at the rate of 8 hours and 40 minutes per month (13 days/yr). Leave is credited to the employee on the last working day of each month and cannot be taken prior to accrual.

HEALTH and LIFE INSURANCE. Health, Life, and a limited Disability insurance plan are available to assistant state attorneys. The Health Insurance plans are available at a monthly cost of \$8.34 for individual coverage and \$30.00 for family coverage for attorney staff. Through payroll deduction, the State offers support staff employees a self-insured health insurance plan (Blue Cross/Blue Shield PPO) and two different HMO health insurance plans (AvMed and Aetna). Support staff employee cost for individual coverage is \$50.00 per month (the office pays the remainder of the \$642.84 total premium.) Family coverage cost is \$180.00 per month (the office covers the remainder of the \$1,379.60 total premium.) Life insurance is available for all staff at no cost for a \$25,000 plan. Disability, Cancer, Supplemental Hospitalization, Vision, and Dental insurance plans are also available through payroll deduction, as are several Deferred Compensation plans.

RETIREMENT. All staff are eligible for retirement benefits through the Florida Retirement System. The information is mailed to new staff within six months of employment and will explain the two retirement options (Traditional Plan and the Investment Plan). Effective July 1, 2011, ALL state employees must contribute 3% of their **pre-tax monthly payroll** to their retirement plan. The state will contribute the remaining portion.

TUITION WAIVER PROGRAM. The State of Florida Employee Educational Assistance Program provides up to six (6) credit hours of tuition-free courses per term at a state university or community college to full time employees on a space available basis as authorized by law.

PROMOTIONAL OPPORTUNITIES - SUPPORT STAFF. Highly motivated individuals on the State Attorney's Office support staff are encouraged to develop their skills, knowledge and abilities and to seek advancement in the Office. We value and recognize for promotion those individuals who have an outstanding attendance record, who are "team players," and who demonstrate a willingness to master current assignments, learn new tasks and take on new responsibilities. Except in unusual circumstances, new support staff employees remain in their initial job assignment for at least one (1) year before being considered for transfer or promotion.

SPECIFIC REQUIREMENTS OF POSITIONS. During your interview the specific requirements of current open positions will be discussed in detail by the members of the Support, Investigative, or Professional Staff interview team.

**Thank you for making an application for employment with the
State Attorney's Office, 17th Judicial Circuit of Florida!
We are always seeking motivated individuals to join our staff.**

Mail, deliver, or e-mail your employment documents as follows:

Assistant State Attorneys:

Application, Cover Letter, Resume and
3 Letters of Recommendation to:

Office of the State Attorney
Barbara Mitchell Driscoll, Training Unit
Broward County Courthouse
201 SE 6th Street – Room 13165
Fort Lauderdale, FL 33301-3360
ASAEmployment@sao17.state.fl.us
Phone: (954) 831-6965

Support Staff Applications:

Application and Cover Letter to:

Office of the State Attorney
Renata Annati, Human Resources
Broward County Courthouse
201 SE 6th Street – Room 07150
Fort Lauderdale, FL 33301-3360
SupportStaffEmployment@sao17.state.fl.us
Phone: (954) 831-5974

Applicants for a position with the State Attorney's Office, Seventeenth Judicial Circuit, shall be evaluated on the basis of training and experience required for the classification (as established by the Florida Prosecuting Attorneys Association and this office) without regard to age, race, color, gender, religious affiliations, national origin, marital status or disability, except when a specific gender, age, or physical requirement constitutes a bona fide occupational qualification necessary to perform the essential functions of the position.

*The State Attorney, Seventeenth Judicial Circuit, is an
Affirmative Action/Equal Employment Opportunity Employer.*

AMERICANS WITH DISABILITIES ACT OF 1990

Persons needing special accommodation to complete and submit a State application to this agency should contact Human Resources at the above number or call 1-800-955-8770 (via Florida Relay Service) or call 1-800-955-8771 (for Deaf/Hard of Hearing Services.)

Please visit our website at www.sao17.state.fl.us

Office of the State Attorney, Seventeenth Judicial Circuit

APPLICANT DRUG USE POLICY

Applicants may be disqualified for consideration for employment based upon the following policy concerning current or prior use of illegal or addictive drugs.

Position Applied For *

Automatic Disqualification For Employment

Clerical/Support Staff

Any use of illegal drugs in the last twelve (12) months.

Investigator

Any use of illegal drugs since becoming a sworn Law Enforcement Officer.

Assistant State Attorney

Any use of illegal drugs since beginning law school and/or after admission to the Bar of any state.

Exception: Marijuana use during law school will be evaluated based upon the facts and circumstances of each use. However, the use of marijuana after admission to the Bar of any state will disqualify the applicant.

* For all positions – Any person not automatically disqualified based upon the policy stated above who has used cocaine, ecstasy, hallucinogens, heroin, inhalants, marijuana, methamphetamine, performance enhancing drugs/steroids, rohypnol/GHB, ketamine, or any addictive drugs **may be disqualified** for consideration for employment. Qualification for employment will be evaluated based upon the facts and circumstances of each use.

Policy Effective Date: April 10, 2007