



## OFFICE OF THE STATE ATTORNEY TWENTIETH JUDICIAL CIRCUIT

**AMIRA D. FOX**  
**STATE ATTORNEY**

**Date:** January 16, 2024

**Deadline:** March 31, 2024

**Position:** Assistant State Attorney, full-time

**Locations:** Charlotte (Punta Gorda), Collier (Naples),  
Hendry (LaBelle) and Lee (Fort Myers)

**Salary:** \$72,000 (*\$1,000 salary increase after satisfactory 6-month review*)

**Interview Dates:** Please visit our website for a listing of interview dates. Additional dates will be scheduled based on applications received. [www.sao20.org](http://www.sao20.org).

**To Apply:** Applicants must submit a complete applicant packet to be considered for an interview. Please visit our *Career* page at [www.sao20.org](http://www.sao20.org) for a list of required applicant materials. Incomplete applicant packets will not be considered.

- Submit via email to [legalapplicant@sao20.org](mailto:legalapplicant@sao20.org) or
- Mail materials to:  
Office of the State Attorney, 20th Judicial Circuit  
Attn: Richard J. Montecalvo, Chief Assistant State Attorney  
Post Office Box 399  
Fort Myers, FL 33902

### **Office Description:**

The Office of the State Attorney for the Twentieth Judicial Circuit serves Charlotte, Collier, Glades, Hendry, and Lee Counties in Southwest Florida. Jurisdiction covers over 5,400 square miles - making it the largest geographic circuit in the state.

We are the primary prosecuting agency in the circuit. All arrests made by law enforcement are reviewed by our office for legal sufficiency and a formal filing decision.

Currently we have over 100 Assistant State Attorneys and a total staff of approximately 300 employees. Assistant State Attorneys must be comfortable with the use of technology – including electronic files.

The Office of the State Attorney for the Twentieth Judicial Circuit is an equal opportunity employer and supports a Drug Free Workplace. A comprehensive benefits package including health, life and disability insurance is provided.

***Note: An Assistant State Attorney shall be considered a member of Senior Management Services (SMS) for the purpose of the Florida Retirement System, the State-issued Basic Term Life Insurance Coverage, the Dept. of Management Services State Group Disability Income Plan.***

**Training:**

The office offers continuing in-depth professional development programs, including a trial practice series utilizing actual cases. Additionally, in-house CLE presentations are available for all attorneys to maintain proficiency in the practice. The circuit also embraces opportunities provided by the Florida Prosecuting Attorney’s Association, the National District Attorney’s Association, and the Traffic Safety Resource Prosecutor program for additional training.

**Benefits:**

- **Florida Retirement System (FRS)** All employees have two choices of retirement plans: the FRS Pension Plan and the FRS Investment Plan. Your employer contributes the majority of your FRS retirement plan savings. A mandatory 3% pretax contribution is directed from your paycheck into your retirement account.

For additional information on these great plans visit the Florida Retirement System website at [www.MyFRS.com](http://www.MyFRS.com) . New FRS members enrolling in the Pension Plan qualify for a benefit after 8 years of service; those enrolling in the Investment Plan qualify for a benefit after 1 year.

- **Annual Leave** All full-time employees who are filling established positions shall earn annual leave as shown below. Part-time employees will earn leave time on a pro-rated basis according to number of hours worked. (*Days per year reflected as “d.p.y.”*):

| <u>Creditable Service</u> | <u>Hours Per Month</u>      | <u>Creditable Service</u> | <u>Hours Per Month</u>  |
|---------------------------|-----------------------------|---------------------------|-------------------------|
| 0 - 3 years               | 8 hrs., 40 min. = 13 d.p.y. | Years 6, 7, and 8         | 13.25 hours = 20 d.p.y. |
| Years 4 and 5             | 10 hours = 15 d.p.y.        | 9 years and over          | 20 hours = 30 d.p.y.    |

- **Sick Leave** All full-time employees shall be credited with 8 hours and 40 minutes per month of sick leave, equaling 13 days per year. Part-time employees will earn leave time on a pro-rated basis according to number of hours worked.

- **Holidays** The following holidays, as provided by the Florida Statutes, shall be observed as paid holidays:

|                        |                  |               |                              |
|------------------------|------------------|---------------|------------------------------|
| New Year’s Day         | Memorial Day     | Labor Day     | Thanksgiving Holiday Weekend |
| Martin Luther King Day | Independence Day | Veteran’s Day | Christmas Holiday            |

***\*Plus other holidays designated by the State Attorney***

- **Direct Deposit** Convenient direct deposit is required for monthly payroll (*paid on last working day of the month*).

- **Health Insurance** No waiting period for employees to enroll in health insurance. Coverage can begin as early as 2nd month of employment (*following payroll premium deduction*). Visit [www.MyBenefits.MyFlorida.com/](http://www.MyBenefits.MyFlorida.com/) for more information. Monthly insurance premiums for Assistant State Attorneys are:

| Coverage Type   | PPO/HMO Standard  | PPO/HMSO HDHP     |
|-----------------|-------------------|-------------------|
| Single Coverage | \$8.34 per month  | \$8.34 per month  |
| Family Coverage | \$30.00 per month | \$30.00 per month |

- **Supplemental insurance plans are available for:**

|                |            |          |                 |
|----------------|------------|----------|-----------------|
| Dental         | Vision     | Cancer   | Hospitalization |
| Intensive Care | Disability | Accident |                 |

- **Life Insurance** All Full-time Assistant State Attorneys (SMS) will receive a free, basic term life insurance benefit of \$25,000. Additional coverage for spouse and children is available for purchase.
- **State Group Disability Income Plan** The State of Florida provides all full-time Assistant State Attorneys (SMS) with a free short-term replacement of a portion of an employee's income if he or she becomes unable to work because of a covered sickness or injury.
- **Additional benefits include:**
  - Annual paid Florida Bar Dues, \$265 (*pro-rated*)
  - Our agency qualifies for the Public Service Loan Forgiveness Program and the Florida Hometown Heroes Housing Program
  - No imposed Florida state income tax
  - Tuition assistance
  - Credit union
  - Sufficient opportunities to fulfill Florida Bar CLE requirements for each cycle.
  - Use of State of Florida issued motor vehicle for work-related travel within the 20<sup>th</sup> Circuit (not for commuting) and throughout State of Florida.

***To learn more about the Office of the State Attorney for the Twentieth Judicial Circuit of Florida, please visit: [www.sao20.org](http://www.sao20.org)***

***For additional information regarding the interview process, please send your inquiry to [legalapplicant@sao20.org](mailto:legalapplicant@sao20.org)***

### **Supplemental Information:**

The Office of the State Attorney, 20th Judicial Circuit is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, marital status or disability. If you require an accommodation, as defined by the Americans with Disabilities Act to participate in the application/selection process, please contact the Human Resources Department in advance via e-mail at [Human-Resources@sao20.org](mailto:Human-Resources@sao20.org)