

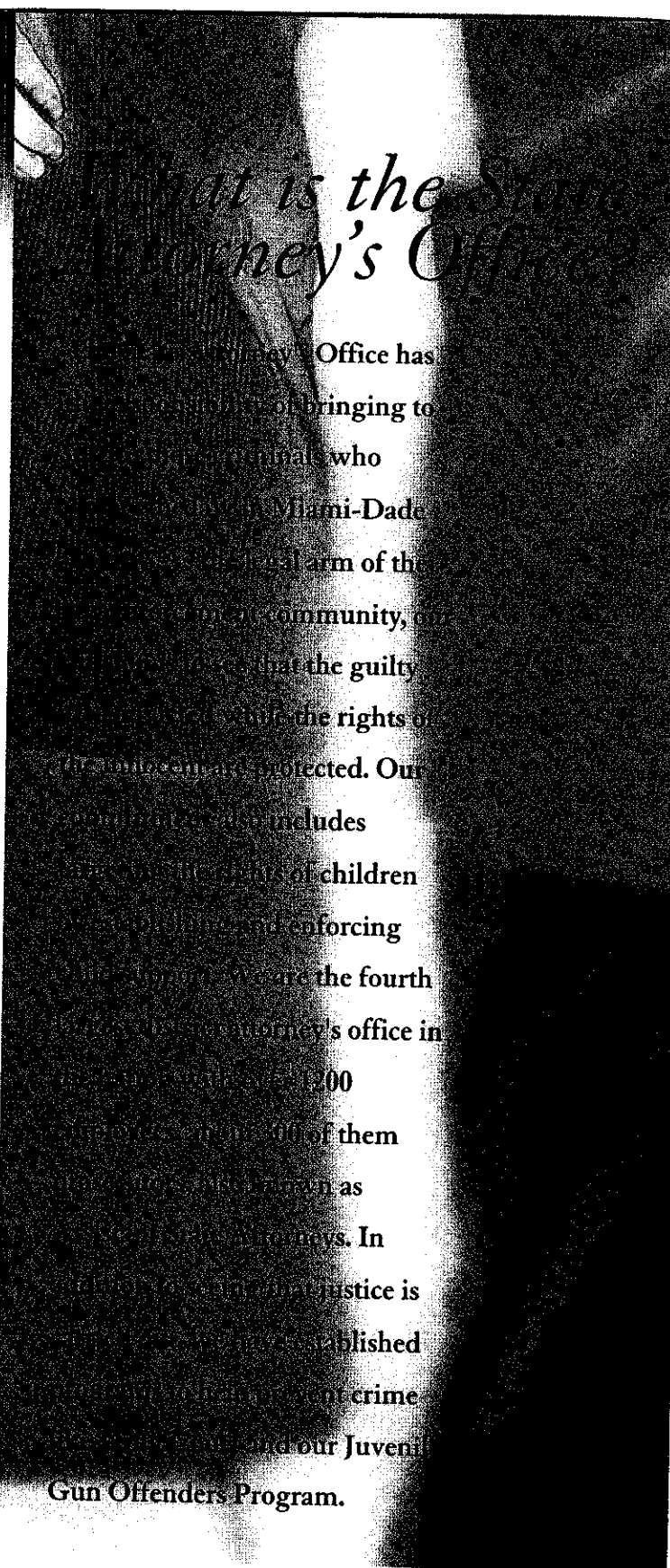


Sherrine J. ...  
with Judicial

Committed to  
**Justice & Safety**

www.

JOB HOTLINE: (305) 547-0533



## *Team Members*

The varied skills of staff help make this organization run effectively. They are part of a broad team that ensures the goals of this organization are met.



## *Assistant State Attorneys*

Assistant State Attorneys represent The State in criminal court proceedings. They use evidence gathered by police and investigators to help successfully prosecute cases. They help ensure that the guilty are prosecuted through due process and the innocent are protected.

To become an Assistant State Attorney you must be a graduate of an accredited law school and a member of the Florida Bar.

## *Investigators*

The Investigators of the State Attorney's Office help Assistant State Attorneys in the preparation of cases. They also play an important role in the gathering of crime scene evidence, processing evidence, and interviewing crime victims.

To become an Investigator you must have five years of prior sworn investigative or sworn law enforcement experience.

# *What is the State Attorney's Office?*

The State Attorney's Office has a long history of bringing to justice the criminals who threaten the safety of Miami-Dade County. As the legal arm of the State, we serve the community, and we ensure that the guilty are prosecuted while the rights of the innocent are protected. Our jurisdiction includes the protection of children and the enforcement of laws. We are the fourth largest State Attorney's office in the state with over 1200 employees, more than 400 of them sworn law enforcement officers as well as State Attorneys. In addition, the State Attorney's Office is the largest law enforcement established agency in the state with a crime laboratory, a police academy and our Juvenile Gun Offenders Program.

## *Victim/Witness Services*

Victim/Witness Coordinators assist trial active attorneys by ensuring all victims and witnesses are notified to appear in court. They also provide support and act as a resource for the victims and witnesses throughout each step in the court process.

To become a Victim/Witness Coordinator you must have general office experience including 1 year customer service experience.

## *Case Analyst*

Case Analysts are responsible for working closely with attorneys and clients in establishing and enforcing child support orders.

To become a Case Analyst you must have a Bachelors degree or 5 years equivalent training and experience.

## *Paralegals*

Paralegals, under the supervision of an attorney, interview victims, witnesses, and police officers. They take sworn statements to assist the attorney in the development of a criminal case.

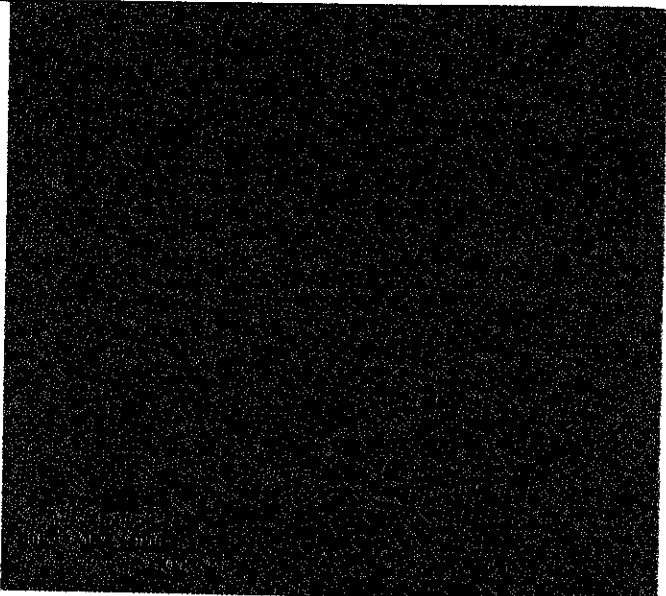
To become a Paralegal you must have a Bachelors degree or 5 years equivalent training and experience.

## *Legal Secretaries*

Legal secretaries help the attorney prepare for trial. They ensure all the legal documents, evidence, photographs, and necessary information needed for court, are in the case file.

To become a Legal Secretary you must have a high school diploma plus 2 years secretarial or general office experience and a typing speed of 25 WPM or more, depending on the needs of the unit.





I am very proud of the dedicated prosecutors and staff in this office. The functions of this office are vital to this community as we work towards a safer place in which to live, work, and raise our families. As a team and as individuals, we have an overriding sense of purpose and commitment to meeting those goals. We pride ourselves on hiring the most qualified individuals. I welcome anyone who is willing to join our team as we work hard to serve and protect the residents of Miami-Dade County.



**Katherine Fernandez Rundle**  
STATE ATTORNEY  
Eleventh Judicial Circuit, Miami-Dade County