

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8545
Pay Grade: E03

FLSA: Exempt

LEGAL ASSISTANT
REPORTS TO: School Board Attorney Staff Attorney
SUPERVISES: N/A
QUALIFICATIONS: Associate's degree from an accredited college or university in paralegal studies with two years' experience in the legal field; or graduation from a standard high school or possession of a GED, plus six (6) years' experience as a legal secretary or legal assistant. Demonstrated proficiency in computer literacy.
MAJOR FUNCTION
Performs highly responsible and complex legal assistant duties in the offices of the School Board Attorney and Staff Attorney. Work involves assisting in researching legal information and serving as personal assistant to the attorneys in the respective offices. Functions are varied in subject matter and level of difficulty and requires the use of considerable initiative, independent judgment, and discretion in dealing with officials, administrators, instructional and supporting staff, and the public. Work is performed under general supervision.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Serves as personal assistant to legal counsel by planning, initiating, and carrying out professional, confidential administrative activities; may provide training and lead direction to designated clerical personnel• Assumes a major role in the truancy court process including drafting the complaints and related motions, attendance at truancy court hearings; assists in coordinating information and resources among all stakeholders in the truancy process including district personnel, the court, community stakeholders and partners, parents, and students• Assists and coordinates responses to requests made under Chapter 119 Florida Statutes (Public Records Act) including the identification and retrieval of responsive documents, identification, and exclusion of exempt or confidential documents and information, estimation, and collection of fees and all clerical responsibilities associated with such public record requests• Assists in the drafting, preparation, and filing with the appropriate court or agency of correspondence, pleadings, and briefs• Assists in preparation of all aspects of student disciplinary and employee disciplinary cases• Assists legal counsel in discovery in litigation matters including depositions, preparation of interrogatory responses, and document production requests• Performs research and assists legal counsel in preparing opinions of various legal problems for the Superintendent and the School Board• Assists in the preparation of all legal documents to include architectural and construction contracts, stipulations, motions, pleadings, and final orders• Prepares Board agenda items as needed• Responsible for coordinating witness testimony and documentation responsive to subpoenas and other court orders served on the School Board and staff members• Responsible for responding to garnishment and other wage withholding orders served on the School Board and coordinating with payroll, creditors, and the court in connection with such proceedings• Exercises judgment and works independently with respect to assigned tasks, keeping and meeting deadlines.• Prepares quarterly reports of pending or threatened litigation

LEGAL ASSISTANT

ESSENTIAL RESPONSIBILITIES (Continued)

- Takes and transcribes oral dictation or dictation from dictaphone; composes and types correspondence and other materials from notes and/or brief oral instructions
- Responsible for administrative secretarial duties to include payroll, bookkeeping, preparation of purchase requisitions for payment to court, court reporters, process servers, etc.; handles appointments; serves as office receptionist and greets and routes visitors
- Researches legal information from Florida laws, statutes, legal opinions, court and administrative rulings, pleadings, and case files as directed or as needed
- Responsible for docket control system to ensure all legal actions and deadlines are met; opens and closes files as appropriate and ensures proper documentation; maintains files and records of office correspondence, documents, reports, and other material
- Assists with trial preparation and ensures proper documentation of files; schedules interviews and depositions; collects data for exhibits and prepares files
- Orders books and maintains supplements for the Attorney's law library
- May utilize computer terminal and microcomputer for activities such as data entry/retrieval, word processing, generation of reports
- Applies knowledge of the law and rules of procedure in state, federal, appellate, and administrative courts
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/14 CH; BOARD APPROVED: 9/23/14

LEGAL ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Legal Assistant – PTS