

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6954
Pay Grade: D12

FLSA: Non-Exempt

PARALEGAL

MAJOR FUNCTION:

This is a highly responsible advanced paraprofessional position that carries with it responsibility in providing legal assistance to the school district's legal staff. Work includes performing preliminary witness interviews, legal research and drafting legal documents under the general supervision of the School Board Attorney and the Assistant School Board Attorney. Work of the paralegal includes a wide variety of legal tasks which require the application of independent judgment and knowledge of laws, rules and regulations, policies and procedures. Position requires the ability to be able to perform very demanding executive and paralegal work for the School Board Attorney's office with little or no supervision. Work is extremely technical and must be performed with a high degree of accuracy within tight time frames. Incumbent must exercise considerable initiative and a great deal of tact in dealing with other employees and members of the public.

DUTIES AND RESPONSIBILITIES:

- Responds accurately to inquiries by the School Board Attorney and Assistant School Board Attorney concerning matters in the Florida Statutes, State Department of Education Regulations and Local School Board Rules.
- Assists in the preparation of briefs and legal pleadings, researches legal information from statutes, legal opinions, court rulings, pleadings and case files as directed.
- Prepares assessment of student disciplinary and employee disciplinary cases and other cases as needed to determine appropriateness of charge and sufficiency of evidence.
- Conducts independent interviews of potential witnesses, makes recommendations for further interviews by the attorney and coordinates the presence of witnesses at hearings.
- Assists the School Board Attorney or Assistant School Board Attorney with taking depositions, preparation of interrogatory responses and cases and otherwise assisting in discovery procedures for litigation matters.
- Performs legal research and assists the School Board Attorney and Assistant School Board in preparing opinions of various legal problems for the Superintendent and the School Board.
- Applies knowledge of the law and legal procedures in drafting legal documents and other pleadings and papers in certain fields of law subject to the School Board Attorney's or the Assistant School Board Attorney's review.
- Exercises judgment and works independently with respect to assigned tasks, keeping and meeting deadlines.
- Utilizes a personal computer and word processing equipment in the performance of duties including remote data base legal research. (Westlaw)
- Prepares or interprets legal documents for review by the School Board Attorney or the Assistant School Board Attorney.
- Analyzes procedural problems and recommends solutions in certain areas of the law.
- Performs other duties and responsibilities as assigned and directed by the School Board Attorney or the Assistant School Board Attorney.

MINIMUM QUALIFICATIONS:

Graduation from high school supplemented by an associate degree in paralegal studies with two years experience as a paralegal, performing duties similar to those listed above including assessment of cases, interview of witnesses and participation in all phases of discovery.

ISSUED: 7/93 SRS; BOARD APPROVED: 8/11/93; REVISED WC: 5/04 LM.

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.

Paralegal

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Paralegal - NR