



## **Paralegal**

**Category:** Classified  
**Pay Grade:** C25  
**Job Code:** 03438

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs paraprofessional work assisting the professional staff in the Office of the County Attorney in providing legal services for the County; researches law, investigates facts, and prepares documents to assist the County Attorney and Assistant County Attorneys; conducts legal research and writes in order to prepare legal memoranda, opinions, pleadings, legislative documents, briefs, graphic aids, leases, and contracts.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Conducts extensive legal research relating to complex problems and projects and prepares memorandum or opinions containing recommended courses of action and/or solutions;
- Conducts investigations and interviews with County employees in order to gather information relating to particular legal issues or litigation;
- Provides assistance to various County departments relating to responses to legal problems and/or preparation of legal documents;
- Prepares drafts of resolutions, ordinances, responses to legislative requests, leases, and contracts;
- Assist the County Attorney or Assistant County Attorneys in preparing for trial and preparing responses to requests for legal opinions;
- Prepares drafts of initial pleadings, discovery documents, motions, briefs, and other legal pleading and papers relating to litigation;
- Prepares graphic aids, tables, slides, and other audio/visual devices for the County Attorney or Assistant County Attorneys;
- Establishes and maintains a fully-indexed and cross-referenced bank of briefs, memoranda, and other research documents previously produced by the office;
- Oversees the organization and maintenance of materials in the County Attorney Law Library and determines the need for new materials;
- Monitors attorney mail on a daily basis and routes as appropriate;
- Performs data processing related duties including using available statistical packages or programs encoding data, data entry, and retrieval and routine computer terminal operations and programming/reprogramming;
- Reviews exemptions and redactions and identifies if additional editing by the attorney is required;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

An Associate's degree or graduation from an accredited two-year degree granting college or para-legal educational program or university in a related field and two (2) years of experience as a law clerk or a paralegal; or a Bachelor's degree in a related field and one (1) year of experience as a law clerk or a paralegal; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles, methods, materials, and practices of legal research is required;
- Knowledge of federal, state, and local statutes and ordinances, the Common Law, and administrative rules and regulations;
- Knowledge of legal publications and ability to keep such publications organized and up-to-date.
- Skill in writing, including the ability to prepare legal memoranda, opinions, legal documents, briefs, resolutions, ordinances, and other legal correspondence;
- Skill in communication including the ability to interview witnesses, coordinate with other agencies and law offices, and discuss complex legal issues with attorney staff;
- Ability to deal tactfully and effectively with County officials, employees, court officials, and the general public;
- Ability to apply computer applications and software as well as to use the computer to perform legal research and title searches.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

**WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable work environment.