



CCC Staff Counsel

Category: Exempt
Pay Grade: 150
Job Code: 19494

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 highly responsible professional and legal work involving the delivery of legal services of limited scope and complexity to the Clerk's office. An employee in this class provides review and preparation of routine legal documents; recommends and implements policy decision to ensure compliance with Florida law; prepares legal opinions; drafts proposed legislation; and advises the Clerk on legal matters. The incumbent exercises a high degree of independent judgment and initiative in planning, developing, and implementing projects and policies. Responsibilities include ensuring the office is in compliance with Florida Statutes, Rules of Court, Local Administrative Orders and Florida Department of Revenue rules. The incumbent reports to the Clerk of Court or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists Clerk of Court in interpreting laws, ordinances, rules, contracts and legal documents;
- Conducts legal research concerning complex questions, problems or projects; prepares reports, memoranda and expresses opinion or recommended course of action;
- Drafts complex correspondence and proposed legislation of a routine nature;
- Responds to legal questions characterized by well established facts, clearly applicable legal precedents, and matters of minor or routine importance;
- Monitors court cases, proposed legislation, and legislative changes relevant to the office;
- May assist the Clerk of Court in building a case or preparing pleadings, discovery documents, motions, briefs, leases and contracts, and other legal documents, including making recommendations related to answers and affirmative defenses in matters involving litigation of a routine nature;
- Drafts and maintains office policies and procedures to ensure compliance with Florida law and office requirements;
- May assist with drafting and providing office training on various topics;
- May represent the office in delivering speeches and training sessions with outside organizations and government agencies;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited law school with a Juris Doctor Degree and admission to the Florida Bar to include directly related education or training plus one (1) year experience in a Clerk's office or in the public sector; 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.
- Candidate to be capable to practice law in the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of the laws of Florida, common law, local legislation pertaining to Pinellas County, administrative law and regulations, local government law, Florida Statutes, Rules of Court, Local Administrative Orders;
- Knowledge of the methods and techniques relevant to effective legal research and skill in identifying as well as analyzing information, and ability to express sound judgments based upon findings;
- Knowledge of public administration, management and supervisory techniques;
- Knowledge of the functions of the Clerk's office;
- Knowledge of proper grammar rules and legal citation standards;
- Ability to deal tactfully and effectively with county and municipal elected officials, employees, court officials and the general public to establish and maintain effective working relationships with superiors, fellow employees, other organizations and the general public;
- Ability to plan, organize, delegate and supervise in a manner conducive to full performance and high morale;
- Ability to analyze, interpret and compose clear and concise oral and written communications;
- Ability to apply computer applications and software;
- Ability to work independently.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **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.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.