



## **Legal Administrative Assistant**

**Category:** Exempt  
**Pay Grade:** E19  
**Job Code:** 03442

*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 specialized work as a staff assistant to the County Attorney providing legal administrative support and coordination for the office; coordinates support staff, directs and chairs staff meetings, provides input for support staff reviews, administers office policy, coordinates office technology needs, oversees records maintenance, and law library resources utilizing a variety of office information systems; relieves the County Attorney of designated administrative details by handling budget preparation, assigned administrative matters, finance related duties, and office operations activities.

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

- Assists and advises County Attorney on various administrative matters such as operational planning and special studies;
- Coordinates and handles support staff training and utilization of all data processing;
- Represents department at meetings and conferences and acts as liaison with other departments and agencies;
- Develops office policy through professional legal administrative coordination;
- Develops, prepares, and monitors departmental budget and participates in strategic planning process;
- Reviews and approves invoices daily, prepares purchasing related requisitions and releases, and handles accounts payables on behalf of department;
- Prepares, monitors, and maintains departmental payroll;
- Coordinates support staff and other assigned staff;
- Reviews/coordinates records management and law library maintenance;
- Guides managing attorneys in their responsibilities involving the review process, policy compliance, etc.;
- Assists all staff with travel policy compliance and approves all expense reports;
- Serves as liaison between County Attorney and all staff;
- Liaisons between BCC and Municipal Code Corporation, coordinates printing and distribution of Pinellas County Code, and reviews and processes all related invoices in accordance with contract guidelines;
- Chairs support staff meetings, and attends weekly office administration meeting with County Attorney and Chief Assistant County Attorney;
- Attends and provides administrative follow-up for bi-weekly managers' meetings and weekly staff meetings;
- Coordinates office technology needs;
- Organizes the securing and implementation of new office technology;
- Orders office supplies on a biweekly basis and handles equipment purchases;
- Handles annual renewals of bar memberships and board certifications;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Bachelor's degree in a related field and two (2) years of experience in law or other comparable office management or administrative support; 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 management and administrative practices and procedures;
- Knowledge of law office filing systems, procedures, and operations;
- Knowledge of County ordinances, regulations, rules, procedures, functions, personnel, and ability to apply this knowledge to complex problems and situations;
- Knowledge of local, state, and federal court systems, regulations, rules, procedures, and functions and ability to apply this knowledge to complex problems and situations;
- Knowledge of professional legal administration;
- Knowledge of word and data processing systems and capability to create, implement, and maintain same;
- Knowledge of local government procedures, functions, personnel, fiscal, and related matters;
- Ability to apply computer applications and software;
- Ability to analyze information and formulate recommendations pertaining to annual budget requirements, fiscal planning, and achievement for long range goals;
- Ability to work independently and make decisions on a variety of assigned tasks;
- Ability to analyze and solve administrative problems and render advice or assistance on them;
- Ability to prepare clear and comprehensive reports, recommendations, and correspondence, verbally and in writing;
- Ability to interpret laws, rules, regulations, procedures, and policies pertaining to the administration and operation of the office;
- Ability to deal with the public in an effective and courteous manner.

## 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.