



PAO Staff Counsel

Category: Exempt
Pay Grade: 150
Job Code: 21074

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 Property Appraiser'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 Property Appraiser 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 and Florida Department of Revenue rules. The incumbent reports to the Property Appraiser or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists Property Appraiser 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, appears before the Value Adjustment Board and matters of minor or routine importance;
- Monitors court cases, proposed legislation, and legislative changes relevant to the office;
- May assist the County Attorney 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 Property Appraiser'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, property law, and basic trust & estates law;
- 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 function of the Property Appraiser's Office and the property tax roll;
- 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

This work 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:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; 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;
- 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 during normal and high stress situations;
- 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;
- Standing: Particularly for sustained periods of time;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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