

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LEGAL SECRETARY

**JOB CODE: 60115**

**PAY GRADE: 11**

**PAY RANGE: \$36,000 - \$57,600**

### GENERAL DESCRIPTION

Under the direction of the General Counsel, performs complex, non-standardized clerical and office work requiring skilled and accurate typing, grammatical skills and knowledge of legal documents. The incumbent must be familiar with the legal terminology and have a basic understanding of legal documents. The incumbent is also assigned a variety of complex clerical tasks requiring independent judgment and action. These tasks include assembling information regarding claims, including police reports, accident reports, repair estimates and medical records. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepares correspondence at the direction of the General Counsel;
- Provides clerical support for General Counsel's proposed budget and maintains records of expenditures of General Counsel's Office;
- Responsible for establishing and maintaining a comprehensive filing system, including e-filing as the primary format;
- Creates and maintains spreadsheets to track statistics for claims, cases and contracts;
- Prepares correspondence at the direction of the Claims Adjuster;
- Provides support for Claims Adjuster including creating claims files, obtaining documents, tracking progress, and monitoring deadlines;
- Reads and processes all incoming mail;
- Receives and screens telephone calls and processes confidential matters;
- Keeps appointment calendar and schedules appointments and hearings;
- Organizes and schedules the Civil Service Board meetings, drafting the minutes, processing stipends and attending to the clerical and office needs of the Board;
- Participates in Sheriff's Office recruitment and community relations activities as directed

This list of duties and responsibilities is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional duties and responsibilities as necessary.



## QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- Three (3) years' employment experience in a related field
- Or equivalent combination of education and experience
- A score of 80% on a Microsoft Office Professional Test
- A score of 80% on a basic skills test
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office practices, procedures, equipment and filing systems
- Knowledge of business English, spelling, punctuation, and arithmetic
- Ability to prepare legal correspondence
- Ability to deal with the public and fellow members in an effective and courteous manner
- Ability to work independently on confidential tasks
- Ability to develop a spreadsheet to chart various functions
- Skill in taking minutes of meetings
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel, and/or twist