

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PARALEGAL

<b>JOB CODE: 20310</b>	<b>PAY GRADE: 15</b>	<b>PAY RANGE: \$43,200 - \$69,120</b>
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### GENERAL DESCRIPTION

Under the direction of the General Counsel, performs work which is primarily legal in nature. The incumbent must be familiar with legal terminology and have an extensive understanding of pleadings and other legal documents including claims, summons and complaints, interrogatories, notice to produce, notice of taking deposition, motions, notice of hearing, subpoenas, affidavits, and rules to show cause, orders and final judgments. The incumbent must be familiar with the operation of the Office of the Clerk of Court (Civil, Criminal and Traffic) so that legal documents can be properly filed and retrieved. A member in this class must also be familiar with the scheduling of court hearings and trials because this member will be responsible for coordinating the appearances of witnesses.

The incumbent is also assigned a variety of complex clerical tasks requiring independent judgment and action. In addition, the incumbent will assist attorney at trial or evidentiary hearings with a goal toward working as a team to improve the attorney's productivity and efficiency. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Research and analyze law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes;
- Draft routine pleadings for review and editing by the attorney;
- Create pleading shells for pleadings requiring attorney's preparation;
- Review pleadings before finalization;
- Electronically file federal pleadings;
- Draft correspondence where appropriate;
- Assist in creating a system to maintain and communicate tasks/pending matters lists;
- Follow up on outstanding matters with and without reminders by attorney;
- Calendar response deadlines in conjunction with attorney;
- Compile, organize and maintain discovery files and records;
- Review discovery responses to determine record requests;
- Prepare Subpoena Duces Tecum and monitor collection of records;
- Draft discovery pleadings and organize and monitor responses;

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- Prepare medical records summaries, chronologies and medical expense charts;
- Assist with trial document and file preparation;
- Prepare witness preparation folders, including chronology, portions of prior testimony, discovery responses related to witness, documents signed by witness, etc.;
- Follow and complete tasks on forfeiture checklist, including drafting complaint and initial draft of forfeiture affidavit, monitoring deadlines, preparing other pleadings, correspondence and settlement agreement, if necessary; scheduling deputy to appear at Adversarial Preliminary Hearing, if scheduled, etc.;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list 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 functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from a college or university with a Bachelor's Degree
- Or Certified Legal Assistant (CLA) or Certified Paralegal (CP)
- 2 years' legal litigation experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal format and legal terminology
- Knowledge of Internet software; and Microsoft spreadsheet and word processing software
- Knowledge of office practices, procedures, equipment and filing systems
- Knowledge of business English, spelling, punctuation and arithmetic
- Ability to prepare pleadings, legal documents and legal correspondence
- Ability to deal with the public and fellow members in an effective and courteous manner
- Ability to work independently on confidential para-legal and secretarial tasks
- Skill in taking and transcribing dictation, including minutes of meetings and statements of witnesses
- 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