

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSOCIATE COUNSEL

<b>JOB CODE: 20017</b>	<b>PAY GRADE: 27</b>	<b>SALARY RANGE: \$76,384 - \$122,216</b>
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### GENERAL DESCRIPTION

Under the general direction of the General Counsel, the main focus of this position is to provide timely and accurate support regarding all legal issues affecting the agency. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists in representation of the Sheriff's office on various matters in both State and Federal court;
- Assists in providing answers to various legal questions posed by the Sheriff and other members of the agency related to their duties;
- Assists in the creation of pleadings and contracts;
- Assists in the preparation and handling of all matters related to representation of the Sheriff in garnishments, unemployment compensation hearings, subpoenas for records or employees testifying and death row inmate collateral appeals;
- Assists in the preparation for and handles all matters related to releases of property which has been taken for safekeeping;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position. Non-tradition work hours may be required.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

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

- Juris Doctorate from a regionally accredited college or university AND three (3) years' experience as an attorney in a similarly related field
- Admission to the Florida Bar
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of State statutes, laws, ordinances and regulations in the County, State and Federal courts, rules of civil, criminal and appellate procedures to respond to legal issues raised
- Ability to analyze and organize facts to define legal issues
- Ability to conduct legal research on-line to locate relevant laws, regulations, ordinances and relevant cases
- Communication skills, both orally and in writing, to clearly and concisely communicate with members and citizens
- Problem solving skills to resolve conflicts and answer inquiries
- 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 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist