

# 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: \$45,830 - \$73,329</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, notices of hearing, subpoenas, affidavits, orders and final judgments. The incumbent must be familiar with the operation of the Office of the Clerk of Court (Civil and Criminal) 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.

The incumbent is also assigned a variety of complex clerical tasks requiring independent judgment and action. The incumbent will assist the attorney 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

- Drafts routine pleadings for review and editing by the attorney;
- Creates pleading shells for pleadings requiring attorney's preparation;
- Reviews pleadings before finalization;
- Electronically files federal and state pleadings;
- Drafts correspondence where appropriate;
- Maintains and communicate tasks/pending matters lists;
- Follows up on outstanding matters with and without reminders by attorney;
- Schedules calendar response deadlines in conjunction with attorney;
- Compiles, organizes and maintains discovery files and records;
- Reviews discovery responses to determine record requests;
- Prepares Subpoena Duces Tecum and monitor collection of records;
- Drafts discovery pleadings and organize and monitor responses;
- Prepares medical records summaries, chronologies and medical expense charts;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, you may 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**

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND five (5) years' litigation experience as a paralegal
- Or equivalent combination of education and experience
- Certified Legal Assistant (CLA) or Certified Paralegal (CP) preferred
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of legal format and legal terminology;
- Knowledge of Internet software; and spreadsheet and word processing software;
- Knowledge of business English, spelling and punctuation;
- 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 paralegal and secretarial tasks;
- 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, reach, kneel, and/or twist.