Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

LEGAL SECRETARY

JOB CODE: 60115	PAY GRADE: 11	PAY RANGE: $38,192 - $61,107

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

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, may be required to work.

This list of duties and responsibilities is not intended to be all-inclusive and you may not 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 a Bachelor's Degree in Business Administration, Public Administration or related field AND

- Three (3) years' related experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- 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