

# PARALEGAL

Job Code	Pay Grade
03438	CL15

## Nature of Work

This is paraprofessional work assisting the professional staff in the Office of the County Attorney in providing legal services for the county. An employee in this class researches law, investigates facts, and prepares documents to assist the County Attorney and Assistant County Attorneys. Incumbent exercises considerable discretion and independent judgment in the conduct of legal research and writing in order to prepare legal memoranda, opinions, pleadings, legislative documents, briefs, graphic aids, leases, and contracts.

## Minimum Qualification Requirements

- Associate's degree or graduation from an accredited 2 year degree granting college or para-legal educational program or university in a related field and 2 years experience as a law clerk or a paralegal; or
- Bachelor's degree in a related field and 1 year of experience as a law clerk or a paralegal; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts extensive legal research relating to complex problems and projects and prepares memorandum and/or opinions containing recommended courses of action and/or solutions.
- Conducts investigations and interviews with County employees in order to gather information relating to particular legal issues and/or litigation.
- Provides assistance to various county departments relating to responses to legal problems and/or preparation of legal documents.
- Prepares drafts of resolutions, ordinances, responses to legislative requests, leases and contracts.
- Assist the County Attorney and/or Assistant County Attorneys in preparing for trial and preparing responses to requests for legal opinions.
- Prepares drafts of initial pleadings, discovery documents, motions, briefs and other legal pleading and papers relating to litigation.
- Prepares graphic aids, tables, slides and other audio/visual devices for the County Attorney and/or Assistant County Attorneys.
- Establishes and maintains a fully-indexed and cross-referenced bank of briefs, memoranda, and other research documents previously produced by the office.
- Oversees the organization and maintenance of materials in the County Attorney Law Library and determines the need for new materials.
- Performs data processing related duties including using available statistical packages or programs encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles, methods, materials and practices of legal research is required.
- Knowledge of federal, state and local statutes and ordinances, the Common Law, and administrative rules and regulations.
- Knowledge of legal publications and ability to keep such publications organized and up-to-date.
- Extensive writing skills, including the ability to prepare legal memoranda, opinions, legal documents, briefs, resolutions, ordinances and other legal correspondence.

## PARALEGAL (continued)

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### Knowledge, Skills, and Abilities (continued)

- Enhanced communication skills, including the ability to interview witnesses, coordinate with other agencies and law offices, and discuss complex legal issues with attorney staff.
- Ability to deal tactfully and effectively with county officials, employees, court officials and the general public.
- Ability to apply computer applications and software as well as to use the computer to perform legal research and title searches.

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Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified