

LEGAL ADMINISTRATIVE ASSISTANT

Job Code	Pay Grade
03442	P2

Nature of Work

This is specialized work as a staff assistant to the County Attorney providing legal administrative support and coordination for the office. An incumbent in this classification coordinates support staff, directs and chairs staff meetings, provides input for support staff reviews, administers office policy, coordinates office technology needs, oversees records maintenance, and law library resources utilizing a variety of office information systems. The incumbent relieves the County Attorney of designated administrative details by handling budget preparation, assigned administrative matters, finance related duties, and office operations activities. Work requires exercising considerable independent judgment and initiative in implementing departmental policies and procedures and personnel management.

Minimum Qualification Requirements

- Graduation from an accredited 4 year college and 2 years experience in law or other comparable office management or administrative support; 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.)

- Assists and advises County Attorney on various administrative matters such as operational planning and special studies.
- Responsible for coordinating and handling support staff training and utilization of all data processing.
- Represents department at meetings and conferences and acts as liaison with other departments and agencies.
- Develops office policy through professional legal administrative coordination.
- Develops, prepares and monitors departmental budget and participates in strategic planning process.
- Reviews and approves invoices daily; prepares purchasing related requisitions and releases, and handles accounts payables on behalf of department.
- Prepares, monitors, and maintains departmental payroll.
- Coordinates support staff and other assigned staff.
- Reviews/coordinates records management and law library maintenance.
- Guides managing attorneys in their responsibilities involving the review process, policy compliance, etc.
- Assists all staff with travel policy compliance.
- Serves as liaison between County Attorney and all staff.
- Liaison between BCC and Municipal Code Corporation; coordinates printing and distribution of Pinellas County Code; reviews and processes all related invoices in accordance with contract guidelines.
- Chairs support staff meetings, and attends weekly office administration meeting with County Attorney and Chief Assistant County Attorney.
- Attends and provides administrative follow-up for bi-weekly managers' meetings and weekly staff meetings.
- Coordinates office technology needs.
- Organizes the securing and implementation of new office technology.
- Performs related work as assigned or required.

LEGAL ADMINISTRATIVE ASSISTANT (continued)

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Knowledge, Skills, and Abilities

- Knowledge of management and administrative practices and procedures.
- Knowledge of law office filing systems, procedures and operations.
- Knowledge of county ordinances, regulations, rules, procedures, functions, personnel and ability to apply this knowledge to complex problems and situations.
- Knowledge of local, state and federal court systems, regulations, rules, procedures and functions and ability to apply this knowledge to complex problems and situations.
- Knowledge of professional legal administration.
- Knowledge of word and data processing systems and capability to create, implement and maintain same.
- Knowledge of local government procedures, functions, personnel, fiscal and related matters.
- Ability to apply computer applications and software.
- Ability to analyze information and formulate recommendations pertaining to annual budget requirements, fiscal planning, and achievement for long-range goals.
- Ability to work independently and make decisions on a variety of assigned tasks.
- Ability to analyze and solve administrative problems and render advice or assistance on them.
- Ability to prepare clear and comprehensive reports, recommendations and correspondence, verbally and in writing.
- Ability to interpret laws, rules, regulations, procedures and policies pertaining to the administration and operation of the office.
- Ability to deal with the public in an effective and courteous manner.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Administrative Support	Exempt