

CCC STAFF COUNSEL

Job Code	Pay Grade
19494	150

Nature of Work

This is highly responsible professional and legal work involving the delivery of legal services of limited scope and complexity to the Clerk's office. An employee in this class provides review and preparation of routine legal documents; recommends and implements policy decision to ensure compliance with Florida law; prepares legal opinions; drafts proposed legislation; and advises the Clerk on legal matters. The incumbent exercises a high degree of independent judgment and initiative in planning, developing, and implementing projects and policies. Responsibilities include ensuring the office is in compliance with Florida Statutes, Rules of Court, Local Administrative Orders and Florida Department of Revenue rules. The incumbent reports to the Clerk of Court or designee.

Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree and admission to the Florida Bar to include directly related education or training plus 1 year experience in a Clerk's office or in the public sector; 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.
- Candidate to be capable to practice law in the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Assists Clerk of Court in interpreting laws, ordinances, rules, contracts and legal documents.
- Conducts legal research concerning complex questions, problems or projects; prepares reports, memoranda and expresses opinion or recommended course of action.
- Drafts complex correspondence and proposed legislation of a routine nature.
- Responds to legal questions characterized by well established facts, clearly applicable legal precedents, and matters of minor or routine importance.
- Monitors court cases, proposed legislation, and legislative changes relevant to the office.
- May assist the Clerk of Court in building a case or preparing pleadings, discovery documents, motions, briefs, leases and contracts, and other legal documents, including making recommendations related to answers and affirmative defenses in matters involving litigation of a routine nature.
- Drafts and maintains office policies and procedures to ensure compliance with Florida law and office requirements.
- May assist with drafting and providing office training on various topics.
- May represent the office in delivering speeches and training sessions with outside organizations and government agencies.
- Performs related work as assigned or required.

Knowledge, Skills and Abilities

- Knowledge of the laws of Florida, common law, local legislation pertaining to Pinellas County, administrative law and regulations, local government law, Florida Statutes, Rules of Court, Local Administrative Orders.
- Knowledge of the methods and techniques relevant to effective legal research and skill in identifying as well as analyzing information, and ability to express sound judgments based upon findings.
- Knowledge of public administration, management and supervisory techniques.
- Knowledge of the functions of the Clerk's office.

CCC STAFF COUNSEL (continued)

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Knowledge, Skills and Abilities (continued)

- Knowledge of proper grammar rules and legal citation standards.
- Ability to deal tactfully and effectively with county and municipal elected officials, employees, court officials and the general public to establish and maintain effective working relationships with superiors, fellow employees, other organizations and the general public.
- Ability to plan, organize, delegate and supervise in a manner conducive to full performance and high morale.
- Ability to analyze, interpret and compose clear and concise oral and written communications.
- Ability to apply computer applications and software.
- Ability to work independently.

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Created	EEOC Code	Overtime Code
01/17	Professionals	Exempt