



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To be successful in the position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### LEGAL SERVICES SPECIALIST-PARALEGAL

**Department:** Court Administration

**Pay Grade:** 109

**FLSA Status:** Non-Exempt

**Job Class:** 5046

**Risk Code:** 8820

#### JOB SUMMARY

Responsible for assisting the public and professional staff in the Legal Services Department of the Fifth Judicial Circuit based in the Marion County Judicial Center. Responsibilities include oversight of the Marion County Law Library and legal research education and assistance of the public in their research of legal topics. Additional responsibilities include researching law, investigating facts, and preparing documents to assist professional staff in the Office of General Counsel.

#### ESSENTIAL JOB FUNCTIONS

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

#### SUPERVISION

This position has no supervisory responsibilities. The position is supervised by the Office of General Counsel.

#### QUALIFICATIONS

**Education and Experience:**

Associate's Degree or equivalent (Bachelor's Degree preferred); and one (1) year experience as a law clerk or paralegal; or an equivalent combination of education and experience. Experience in Customer Service preferred. Must pass a Level II Criminal Background Check including providing fingerprints.

**Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

**Knowledge, Skills and Abilities:**

- Knowledge of department policies and procedures.
- Knowledge of modern office practices and procedures.
- Skill in utilizing a personal computer and various job-related application software programs.
- Skill in verbal and written communication.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Ability to organize and communicate effectively.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain working relationships with County officials, fellow employees, and the general public.
- Ability to respond effectively to the public inquiries regarding legal issues.
- Ability to calculate figures and amounts and apply concepts of basic algebra.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Knowledge of the purpose, function, and procedures of the Legal Services Department and Office of General Counsel.
- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of federal, state, and local statutes and ordinances, the Common Law, and administrative rules and regulations.
- Knowledge of business English, spelling, and punctuation.
- Skills in professional legal writing.
- Ability to prepare legal memoranda, opinions, legal documents, briefs, and other legal correspondence utilizing Microsoft Office and Adobe.
- Attends staff meetings to exchange information; attends technical or professional workshops, seminars, or conferences to improve professional skills.
- Ability to assist the public in form preparation and legal research within the parameters of Florida Law.
- Ability to work independently under the direction of the General Counsel.
- Must have complete understanding and proficiency of WestLaw, and familiarity with other legal research platforms.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***