

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, 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.

PARALEGAL

Department: County Attorney
Pay Grade: 109
FLSA Status: Non-exempt
Job Class: 5045
Risk Code: 8820

JOB SUMMARY

Responsible for assisting the professional staff in the office of the County Attorney in providing legal services for the Board of County Commissioners. Responsibilities include researching law, investigating facts, and preparing documents to assist the County Attorney.

ESSENTIAL JOB FUNCTIONS

- Conducts 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
- Summarizes data related to agenda items, requisitions, resolutions, proclamations, and contracts.
- Assists County Attorney and Assistant County Attorneys with legal services including preparation of materials for legal proceedings, hearings, depositions, trials, special assignments, and projects.
- Serves as department liaison to County government officials, staff, the general public, and news media. Responds to legal questions within scope of authority, routing inquiry to appropriate sources.
- Processes Legal Request Memorandums (LRMs).
- Prepares drafts of resolutions, ordinances, responses to legislative requests, leases, and contracts.
- Prepares drafts of initial pleadings, discovery documents, motions, briefs and other legal pleadings and papers relating to litigation.
- Performs data processing related duties including using available statistical packages or programs encoding data, data entry and retrieval, and routing computer terminal operations and programming/reprogramming.
- 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 responsibility.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and three (3) years' experience as a law clerk or paralegal; or an equivalent combination of education and experience.

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.

- Legal Assistant/Paralegal (CLA) certification by the National Association of Legal Assistants or Florida Registered Paralegal.
- Notary Public certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret highly complex documents and related materials relevant to litigation, e.g., legislation, legal opinions, case law.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to analyze major organization-wide policies, budgets, procedures, systems, or accounting methods on a continuous basis.
- Knowledge of the purpose, function, and procedures of the County and the office of the County Attorney.
- 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, resolutions, ordinances, and other legal correspondence utilizing Microsoft Office and Adobe.
- Ability to work independently under the direction of the County Attorney or Assistant County Attorney.

- Ability to effectively communicate in legal and litigation circumstances in both oral and written formats.
- Ability to communicate tactfully and effectively with local government officials, County employees, members of the general public, and other governmental entities.
- Ability to prepare highly complex legal materials in conformance to prescribed standards.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, the media, representatives from all levels of government, civic organizations, business professionals, and the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

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.