

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.

LEGAL ASSISTANT

Department: County Attorney
Pay Grade: 103
FLSA Status: Non-Exempt
Job Class: 6016
Risk Code: 8820

JOB SUMMARY

This position involves advanced legal assistant and legal secretarial work for the County Attorney and County legal staff. Work is of considerable variety and complexity, requiring a high degree of knowledge in the field of litigation as such pertains to operations of public government.

ESSENTIAL JOB FUNCTIONS

- Prepares and types a vast number of legal documents, ordinances, resolutions, and various other legal documents.
- Receives and directs a large volume of telephone calls, answering and taking messages.
- Performs secretarial duties of considerable variety and complexity for the County Attorney and his staff, such as performing research to prepare litigation.
- Performs secretarial duties such as scheduling meetings and hearings, maintaining files, and making copies.
- Assists in resolutions, proclamations and ordinances processing for the Board of County Commissioners.
- 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.
- Supports 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:

Legal Assistant or Legal Secretary vocational certification, with two years progressively knowledgeable legal assisting or legal secretary experience, preferably in a public sector environment, or 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.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work process to determine most effective methods for essential tasks.
- Ability to work independently under the direction of the County Attorney or designated staff.
- Ability to communicate tactfully and effectively with local government officials, County employees, members of the general public, and other governmental entities.
- Ability to speak intelligently and prepare highly complex written legal material.
- Ability to work under pressure and meet deadlines.
- Thorough knowledge of the English language and high degree of grammatical, punctuation, and spelling skills.
- Ability to communicate clearly and concisely both orally and in writing.
- 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

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds; and will frequently be required to sit, use hands to finger, handle, or feel, and talk or hear. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. The noise level for this environment will be moderate.

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.*