

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### LEGAL ASSISTANT / PARALEGAL

#### QUALIFICATIONS:

- (1) Graduation from an accredited institution with at least an Associate of Science Degree, Legal Assistant Diploma or Legal Administration Degree.
- (2) Minimum of five (5) years successful experience in the legal field.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to handle research and case management tasks. Knowledge of Florida Rules of Civil Procedure and state and federal court rules and procedures. Knowledge of legal writing, research, litigation, discovery process and public records law. Knowledge of administrative law and administrative hearings. Knowledge of education and employment law. Knowledge of Shepards Citations. Knowledge of attorney billing. Working knowledge of Microsoft Word, Word Perfect, AMICUS attorney software and West Law legal research software.

#### REPORTS TO:

General Counsel

#### JOB GOAL

To serve the educational process by assisting the General Counsel through proper procedures for legal assistant / paralegal, handling files, case management, document control and document preparation.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Coordinate agenda item review requests.
- \* (2) Schedule hearings, depositions and appointments.
- \* (3) Coordinate discovery requests, outside counsel contracts and billing.
- \* (4) Complete public records requests made of General Counsel's office.
- \* (5) Screen telephone calls and requests from School Board members, staff, outside counsel, press and the general public.
- \* (6) Maintain files.
- \* (7) Perform legal research as requested.
- \* (8) Prepare drafts of correspondence and pleadings as requested.

**LEGAL ASSISTANT / PARALEGAL (Continued)**

- \* (9) Maintain attorney calendar.
- \* (10) Complete requisitions and receiving reports as required.
- \* (11) Complete leave requests, travel forms and maintenance requests as required.
- \* (12) Arrange for court reporters for executive session and request advertising.

**Inter / Intra-Agency Communication and Delivery**

- \* (13) Communicate effectively with staff, School Board members, court personnel, outside attorneys and the general public.
- \* (14) Keep supervisor informed of potential problems or unusual events.
- \* (15) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (16) Demonstrate initiative in the performance of assigned responsibilities.
- \* (17) Provide for a safe and secure workplace.
- \* (18) Model and maintain high ethical standards.
- \* (19) Follow attendance, punctuality and proper dress rules.
- \* (20) Maintain confidentiality regarding school matters.
- \* (21) Maintain positive relationships with staff, School Board members, court personnel, outside attorneys and the general public.
- \* (22) Participate in workshops and training sessions as required.

**System Support**

- \* (23) Prepare all required reports and maintain all appropriate records.
- \* (24) Follow all School Board policies, rules and regulations.
- \* (25) Exhibit interpersonal skills to work as an effective team member.
- \* (26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities

**PROFESSIONAL SALARY SCHEDULE – PAY GRADE 11**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**