

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, Legal and Litigation Services

#### QUALIFICATIONS

- Bachelor's Degree in Legal Studies or any related field required. Juris Doctorate or advanced degree in any related field preferred.
- Three (3) years experience with public entities and/or educational institutions preferred.
- Five (5) years' experience in the area of civil litigation.
- Five (5) years' experience managing large-scale multiparty projects.
- Valid Florida driver's license and transportation.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida Statutes, Florida Rules of Civil Procedures, Florida Rules of Court, and federal judicial procedures and rules.
- Ability to understand and carry out complex oral and written instructions.
- Ability to perform legal research and analysis via conventional and computer based methods and ability to search court records and files.
- Knowledge of and commitment to Rules, Policies, and By Laws of the School Board of Seminole County.
- Knowledge of current school law trends and research, as it relates to public education.
- Ability to read, interpret, and enforce State Board Rules, School Board Policies, Federal and State laws governing public education and government liability.
- Ability to use effective public relations skills.
- Ability to analyze data.
- Ability to work and communicate effectively with people through written and oral communications toward the achievement of District expected results.
- Ability to manage both large and small scale projects from planning through completion.
- Competency in Westlaw and/or LexisNexis.
- Competency in word processing, Word for Windows preferred.
- Competency in spreadsheets, MS Excel preferred.

#### SUPERVISION

**REPORTS TO** Executive Director of Legal Services  
**SUPERVISES** Assigned Support Staff

#### POSITION GOAL

***To assist the Executive Director of Legal Services in the management of the Legal Services Department. This position will provide and coordinate legal services rendered by the Legal Services Department in the representation of the School Board in state and federal court administrative proceedings and other judicial and quasi-judicial forums. This position will ensure the timely processing of legal documents including accurate preparation of pleadings and timely filing of necessary court documents, as well as interact with governmental agencies and court personnel to set court hearings, mediations, arbitrations, and administrative hearings.***

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### PERFORMANCE RESPONSIBILITIES

1. \*Manifest a professional code of ethics and values.
2. \*Respond to internal and external customers in a timely, accurate, courteous, and emphatic manner representing Seminole County Public Schools (SCPS) in a positive light.
3. \*Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
4. \*Provide legal assistance, expertise, and support services rendered by the Legal Services Department in the representation of the School Board for administrative proceedings and other judicial and quasi-judicial forums.
5. \*Provide assistance, technical expertise, and support services, as assigned, to District departments and schools concerning legal issues.
6. \*Prepare pleadings, correspondence, and other legal documents at the direction of the attorney.
7. \*Maintain related master docket calendar for legal deadlines, schedule appointments, and track work in progress.
8. \*Review all incoming legal documents and lawsuits. Accept service of process of lawsuits, subpoenas, and other legal documents served on SCPS.
9. \*Interview staff and other witnesses, as it relates to discovery and pending claims against the District; summarize and report findings to attorney.
10. \*Review, analyze, and verify outside counsel legal bills and process for General Counsel's approval.
11. \*Analyze and track new developments in the legal field; maintain familiarity with applicable laws, regulations, and policies affecting the legal department.
12. \*Analyze records, documents, and facts gathered in preparation for depositions, trials, and administrative hearings.
13. \*Prepare related School Board legal agenda items for Board meetings.
14. \*Coordinate and manage document production, including ordering records from other departments.
15. \*Prepare trial notebooks and arrange for attendance of witnesses for trial or internal investigations.
16. \*Perform legal research and analysis via conventional and computer based methods; obtain information from court records.
17. \*Attend mediations, arbitrations, depositions, court and administrative hearings, trials with attorney, and attorney meetings.
18. \*Organize and coordinate answers to interrogatories, draft interrogatories and answers, and assemble factual data used in preparing and answering interrogatories.
19. \*Prepare settlement documents on cases; coordinate issuance of settlement checks and signing of all appropriate documents at the direction of the attorney.
20. \*Provide contract administration support for assigned contracts and/or proposals.
21. \*Coordinate and interact with outside counsel and assist them in all matters, including litigation issues, workers' compensation issues, risk management, or any other legal services requested.
22. \*Follow the District's policies and procedures, as related to HRMD guidelines and fixed assets.
23. \*Develop leadership in subordinates.
24. \*Responsible for keeping up to date on current technology used by SCPS. With the support of the District, attend trainings to ensure skill level in various technologies is at the level required to perform in current position.
25. \*Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
26. \*Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
27. Perform other duties as assigned by the Executive Director of Legal Services.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-13-H \$43,717 - \$74,689**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 7100  
Job Code 2018  
Survey Code 71089

### FLSA

Applicable  
 Not applicable

Previous Board Approval

ADA Information Provided by Serita Beamon  
Position Description Prepared by Serita Beamon

### BOARD APPROVED

**September 4, 2018**  
**September 22, 2015**  
**August 13, 1996**