

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST II, Paralegal

#### QUALIFICATIONS

- Associate's degree with major in paralegal.
- Two years' experience in the area of civil litigation.
- Competency in word-processing; Word for Windows preferred.
- Competency in spreadsheets, MS Excel preferred.
- Working knowledge of Florida Civil and Appellate Rules of Procedure.
- Working knowledge of Federal Rules of Civil Practice desired.
- Valid Florida driver's license and transportation.

**REPORTS TO** Executive Director for Legal Services  
or Staff Counsel

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist the Executive Director for Legal Services in the management of litigation matters, through file management, preliminary document preparation and review, interview of witnesses and potential witnesses, basic research, case management, and other professional responsibilities.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Assist in preparation of case management conference order compliance.
2. \* Assist in preparation of pre-hearing/pre-trial compliance documents.
3. \* Prepare exhibits for hearings and trials.
4. \* Assist in the management of the litigation calendar.
5. \* Assist in preparation of answers to interrogatories and response to request to produce.
6. \* Assist in preparation of interrogatories and response to request to produce.
7. \* Assist in the interview of potential witnesses.
8. \* Assist in the preparation of witnesses for testimony.
9. \* Assist in the location of evidence.
10. \* Assist in the analysis of pleadings and motions.
11. \* Assist in the preparation of pleadings and motions.
12. \* Assist in the location of witnesses.
13. \* Assist in discovery analysis.
14. \* Coordinate witnesses and expert witnesses for preparation, deposition and testimony at trial or hearing.
15. Perform other duties as assigned by the Executive Director for Legal Services or Staff Counsel.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**AS-C \$31,925 - \$56,694**  
M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **16**  
EEO-5 Line **51**

Function **7100**  
Survey Code **71089**  
Job Code **2021**

##### ADA CODES

2 **Sedentary**  
3 **A-C/F-G/K-V**  
4 **Indoors/Outdoors**

##### BOARD APPROVED

July 20, 1999