

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Legal

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma and two years' general secretarial/clerical experience preferred and two years' legal experience primarily in the area of civil litigation (tort defense) preferred **OR** Paralegal Certification and two years' experience in the area of civil litigation (tort defense) preferred **OR** Associate's Degree in legal assisting or paralegal studies and one year legal experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of courthouse procedures and of civil rules of procedures relating to processing of documents.
- Competency in word processing, Microsoft Word for Windows preferred.
- Competency in creating and managing spreadsheets, MS Excel preferred.

SUPERVISION

REPORTS TO Executive Director for Legal Services
SUPERVISES No Supervisory Duties

POSITION GOAL

To cooperate with and aid the Executive Director for Legal Services in any way necessary for the smooth operation of the office. Provide secretarial and clerical service to the Executive Director for Legal Services and Staff Counsel.

PERFORMANCE RESPONSIBILITIES

1. *Perform operational duties required by the Executive Director for Legal Services.
2. *Maintain attorney's calendar and schedule appointments.
3. *Maintain confidentiality regarding schools and workplace matters.
4. *Assist with correspondence with outside counsel, Board members, staff, parents, and community participants.
5. *Perform bookkeeping tasks associated with the Legal Services department.
6. *Receive incoming mail and process accordingly.
7. *Secure supplemental information from various agencies.
8. *Prepare subpoenas for trial and hearings.
9. *Assist with case management, discovery process, and basic legal research.
10. *Assist in the coordination and management of the litigation calendar.
11. *Assist in the preparation of pre-hearing/trial order compliance.
12. *Assist in the preparation of document/trial notebooks.
13. *Assist with the location and/or coordination/preparation of witnesses, including expert witnesses, for testimony.
14. *Assist in the location of and/or coordination for the preservation of evidence.
15. *Assist in the preparation of pleadings and motions.
16. *Attend conferences to take notes.
17. *Coordinate conferences, including space, time, and place.
18. *Assist in the formation and maintenance of physical and electronic case files.
19. *Maintain master file index and assist in preparation of yearly litigation report.
20. Perform other duties as assigned by the Executive Director for Legal Services.

**Denotes essential job function/ADA*

SPECIALIST, Legal, Page 2

EQUIPMENT / MATERIALS

Standard Office Equipment

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.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
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/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AS-C.2 \$42,086 - \$73,236

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	2017
Survey Code	71089

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 5, 2022
July 20, 1999

ADA Information Provided by Karlene Cole-Palmer
Position Description Prepared by Karlene Cole-Palmer