

# **SCHOOL DISTRICT OF FLAGLER COUNTY**

## **JOB DESCRIPTION**

### **CONFIDENTIAL LEGAL ASSISTANT / PARALEGAL**

#### **QUALIFICATIONS:**

- (1) Graduation from an accredited institution with at least an Associate of Science Degree, Degree in Paralegal Studies, 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, document drafting 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 Shepard's Citations. Knowledge of attorney billing. Working knowledge of Microsoft Word, Dreamweaver and Westlaw legal research software.

#### **JOB GOAL**

To assist the General Counsel in all aspects of office management, paralegal duties, preparation of legal documents, including confidential legal materials (including, but not limited to, preparation for arbitrations, mediations, DOAH hearings, court cases and other matters facilitated by General Counsel), and preparation of School Board agenda. To establish and maintain efficient, pleasant and effective working relationships with other employees, various agencies and the public who come in contact with the General Counsel's office.

#### **REPORTS TO:**

General Counsel

#### **SUPERVISES:**

Student assistants and interns upon request

#### **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.

***Confidential Legal Assistant - Paralegal (continued)***

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

- \*(31) Communicate effectively with staff, School Board members, court personnel, outside attorneys and the general public.
- \*(32) Keep supervisor informed of potential problems or unusual events.
- \*(33) Respond to inquiries and concerns in a timely manner.

**Employee Qualities/Responsibilities**

- \*(34) Demonstrate initiative in the performance of assigned responsibilities.
- \*(35) Provide for a safe and secure workplace.
- \*(36) Model and maintain high ethical standards.
- \*(37) Follow attendance, punctuality and proper dress rules.
- \*(38) Maintain confidentiality regarding sensitive matters.
- \*(39) Maintain positive relationships with staff, School Board members, court personnel, outside attorneys and the general public.
- \*(40) Participate in workshops and training sessions as required.

**System Support**

- \*(41) Prepare all required reports, including material used for collective bargaining as directed by General Counsel and maintain all appropriate records.
- \*(42) Follow all School Board policies, rules and regulations.
- \*(43) Exhibit interpersonal skills to work as an effective team member.
- \*(44) Demonstrate support for the School District and its goals and priorities.
- \*(45) 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 by General Counsel in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code: 5**

**Flagler Schools Strategic Framework – Governance & Leadership**

**Salary Lane: Professional PAJ1**

\*Essential Performance Responsibilities

**Approved March 1, 2016**