PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0400
Pay Grade: C00

FLSA: Exempt
Administrative

ASSISTANT SCHOOL BOARD ATTORNEY

MINIMUM QUALIFICATIONS

Law degree from an accredited law school. Member in good standing of the Florida Bar. Admitted or eligible to become a member of the Bar for the Federal District Court for the Middle District of Florida and admitted or eligible to become a member of the Bar for the United States Circuit Court of Appeals for the Eleventh Circuit. Three (3) or more years of successful experience in one or more of the following areas: (1) litigation in federal and/or state courts; (2) litigation in administrative agencies; (3) transactional and/or commercial law; or (4) public sector law. Demonstrated ability to work with diverse groups and individuals. Demonstrated ability to communicate effectively, both orally and in writing.

PREFERRED:
Three (3) or more years of successful experience as an attorney for a public agency. Member in good standing of the Florida Bar for at least three (3) years. Experience in and knowledge of laws applicable to public schools. Florida Bar Board Certification in Education Law.

MAJOR FUNCTION

Assists the School Board Attorney in rendering legal services and supplying pro-active legal advice on matters affecting the operation, of the School District.

ESSENTIAL RESPONSIBILITIES

- Assists the School Board Attorney on all legal matters as assigned.
- Represents the School Board in all areas affecting the operation of the school system, as assigned.
- In consultation with the School Board Attorney, provides proactive legal advice to the School Board and Superintendent on all matters affecting the operation of the school system.
- Recommends changes and drafts policies and procedures to ensure compliance with all legal mandates.
- Represents the School Board in litigation and/or administrative proceedings as assigned.
- Fulfills the functions of the School Board Attorney in the School Board Attorney's absence.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/93 SRS; BOARD APPROVED: 10/27/93: REINSTATED AND REVISED: 9/98 PBL; BOARD APPROVED: 10/13/98; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, MF, D & R, MQ's: 05/09 RAS; BOARD APPROVED: 5/26/09; REVISED FORMAT, TITLE, MF, ER, ADA, 4/12 CK: BOARD APPROVED: 4/24/12; REVISED, MQ 06/01/21 LM; BOARD APPROVED: 07/13/21

ASSISTANT SCHOOL BOARD ATTORNEY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				