

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



LEGAL SECRETARY

JOB CODE: 60115	PAY GRADE: 12	PAY RANGE: \$ 41,706 - \$ 66,728
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GENERAL DESCRIPTION

Under the general direction of the Administrative Manager, performs complex, non-standardized clerical and office work requiring skilled and accurate typing, grammatical skills and knowledge of legal documents. The member must be familiar with the legal terminology and have a basic understanding of legal documents. The member is also assigned a variety of complex clerical tasks requiring independent judgment and action. These tasks include assisting with information for certain lawsuits, including gathering police reports, accident reports, and medical records. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepares correspondence at the direction of the General Counsel
- Maintains records of expenditures of General Counsel's Office
- Establishes and maintains a comprehensive filing system, including e-filing as the primary format; responsible for archiving remaining paper files
- Creates and maintains spreadsheets to track statistics for claims, cases, subpoenas, and attorneys' duty calls
- Provides telephone and mail support for Risk Management including forwarding messages, and processing mail and faxes
- Reads and processes all incoming mail and faxes
- Receives and screens telephone calls and processes confidential matters
- Keeps appointment calendar and schedules appointments and hearings
- Organizes and schedules the Civil Service Board meetings, drafting the minutes, processing stipends, and attending to the clerical and office needs of the Board
- Provides attorney support for unemployment compensation claims, including monitoring the Florida DEO website for new filings, obtaining any required records and reports, submitting agency responses, and assisting in hearing preparations, as needed
- Provides attorney support for processing trespass authorization requests received from various businesses and individuals; and for U-Visa requests

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- Provides attorney support for claims and lawsuits sent to the outside counsel, including sending out files and records, tracking deadlines, filing any and all communication, processing third-party invoices, payments, and settlement checks
- Gathers reports for any new claims and lawsuits
- Provides attorney support for recovery of outstanding debts for repayment of recruits' incentives
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration or related field
- Three (3) years' related experience
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office practices, procedures, equipment and filing systems
- Knowledge of business English, spelling, punctuation, and arithmetic
- Ability to prepare legal correspondence
- Ability to deal with the public and fellow members in an effective and courteous manner
- Ability to work independently on confidential tasks
- Ability to develop a spreadsheet to chart various functions
- Skill in taking minutes of meetings
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel and twist