

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PARALEGAL – PUBLIC RECORDS

JOB CODE: 20315	PAY GRADE: 15	PAY RANGE: \$43,200 - \$69,120
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GENERAL DESCRIPTION

Under the direction of the General Counsel, performs work which is primarily legal in nature. The incumbent must have an extensive understanding of subpoenas, interrogatories, and requests to produce. The incumbent directs, coordinates and controls the personnel under their command, assuming responsibility for the performance of those members. Work also involves assisting and relieving superior of administrative details and performing technical clerical and supervisory activities. Makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Associate Counsel for decision. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Research and analyze statutes, recorded judicial decisions, legal articles, and authoritative literature as it pertains to public records;
- Regularly review and evaluate work performance of subordinates, identifying problems and formulating solutions to those problems and identifying training needs to improve performance; conduct performance reviews of staff assigned;
- Review exemptions and redactions, identify if further editing by the attorney is required;
- Act as the front line trainer and coach to unit members; provide regular training sessions and staff meetings to keep members current on new procedures, statutes, or rules that need to be implemented;
- Draft correspondence where appropriate;
- Assist in maintain the system to communicate tasks/pending matters lists;
- Follow up on outstanding matters with and without reminders by attorney;
- Compile, organize, and maintain discovery files and records;
- Perform duties of Records Custodian, including testifying in Court;
- Prepare special statistical reports, as requested;
- Assist in the preparation and coordination of annual Records Division budget;
- Review records and information of an evidential nature gathered for transmittal to requesting party; testify in court in answer to subpoenas;



- Observe the conduct, appearance and actions of personnel under their command and take or recommend appropriate measures of commendation or disciplinary action when necessary;
- Prepare Subpoena Duces Tecum and monitor collection of records;
- Ensure adherence to proper procedures within the Records Division;
- Approve, or deny, all requests and memos submitted by subordinates;
- Assure adequate supplies for the Records Division are maintained;
- 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 a college or university with a Bachelor's Degree
- Or Certified Legal Assistant (CLA) or Certified Paralegal (CP)
- Three (3) years paralegal experience with two (2) years records management or public records experience
- Or five (5) years paralegal experience
- Or equivalent combination of education and experience
- Supervisory experience is a plus
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal format and legal terminology
- Ability to keep good records and coordinate staffing
- Ability to effectively supervise a specialized clerical staff, along with daily work assignments and duties
- Knowledge of Internet software; and Microsoft spreadsheet and word processing software
- Knowledge of Florida public records law
- Ability to supervise a large clerical staff along with daily work assignments and duties
- Ability to complete accurate work under extreme stress
- Ability to work independently
- Ability to keep good records and coordinate staffing
- Ability to acquire information from the judicial system rapidly and accurately



- Skill in conducting employee training classes
- Inter-personal skills
- Time management, organizational, and problem solving skills
- 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 para-legal and secretarial tasks
- 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
- Drive up to .5 hours per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel, and/or twist