

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MANAGING SENIOR COUNSEL

**JOB CODE: 63200**

**PAY GRADE: MSC1**

**SALARY RANGE: \$155,320**

### GENERAL DESCRIPTION

Under the general direction of the General Counsel, the main focus of this position is to provide timely and accurate support regarding all legal issues affecting the agency. The Managing Senior Counsel must provide assignments and support for daily operational activities of the non-litigation legal functions, including accurately answer operational and administrative questions from attorneys and staff members. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manages administrative bureau functions including scheduling/assigning attorneys to respond to daily operational activities;
- Leads strategic planning for non-litigation legal functions, including forecasting organizational needs;
- Assists with developing and implementing administrative policies, procedures and guidelines to ensure operational efficiency and effective administration of non-litigation and litigation matters;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies for non-litigation functions;
- In the absence of General Counsel, assumes the responsibilities of directing the bureau, including providing supervision and guidance to all personnel;
- Participates in Sheriff's Office recruitment and community relations activities as directed.
- Represents the Sheriff's office on various matters in both State and Federal court;
- Answers various legal questions posed by the Sheriff and other members of the agency related to their duties;
- Creates and/or reviews and/or files pleadings and contracts;
- Prepares and handles all matters related to representation of the Sheriff in forfeiture cases;
- Responds to inmate and citizen complaints as appropriate;
- Prepares for and handles all matters related to releases of property which has been taken for safekeeping;
- Drafts and/or reviews policies and procedures affecting the agency;
- Provides training on current case law, legal issues and new legislation;

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- Reviews proposed and recently enacted legislation work with FSA and PASS on legislative matters;
- Participates in Inmate Welfare Committee meetings and provides legal counsel to the Committee;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work. **Subject to call out 24 hours a day.**

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

- Juris Doctorate from a regionally accredited college or university AND ten (10) years' experience as an attorney in complex civil litigation, three (3) of which must be in Law Enforcement
- Admission to the Florida Bar
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of State statutes, laws, ordinances and regulations in the County, State and Federal courts, rules of civil, criminal and appellate procedures to respond to legal issues raised
- Ability to analyze and organize facts to define legal issues
- Ability to conduct legal research to locate relevant laws, regulations, ordinances and relevant cases
- Communication skills, both orally and in writing, to clearly and concisely communicate with members and citizens
- Independent judgment and individual initiative
- Problem solving skills to resolve conflicts and answer inquiries
- 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 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist