

LEGAL EXECUTIVE STAFF ASSISTANT

MAJOR FUNCTION

Performs complex administrative and professional duties in support of the County Attorney's Office and County legal staff. Works with minimal instruction or supervision. Employees in this classification coordinate and supervise the successful completion of all department legal documents processing and administrative support activities.

ESSENTIAL FUNCTIONS

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Prepares and types a vast amount of legal documents, ordinances, resolutions, and various other legal documents.
- Performs secretarial duties of considerable variety and complexity for the County Attorney and his staff, such as performing research to prepare litigation.
- Receives and directs a large volume of telephone calls, answering and taking messages. Greets and directs visitors, responding to inquiries and directing visitors to appropriate resources.
- Supervises daily operations of support staff. Prepares vacation schedules and maintains related records.
- Performs office management tasks such as maintaining time sheets, travel vouchers, chronological files, legal reports, Board and Administrative Policy Manual, legal documents and records, and ordering and maintaining office supplies.
- Performs accounts payable functions, maintaining records and processing invoices for payment. Assist with yearly budget preparation.
- Performs notary service for members of the public, County officials, and other County employees.
- Prepares legal and display advertisements, ensuring compliance with statutory requirements regarding advertisements of public hearings.
- Monitors and takes notes on Board meetings. Respond to calls to County Attorney in his absence, relaying messages as necessary.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs related duties as directed.

CUSTOMER SERVICE

LEGAL EXECUTIVE STAFF ASSISTANT

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Officially designated as a lead worker over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Legal Assistant or Legal Secretary vocational certification, with five years progressively knowledgeable legal assisting or legal secretary experience, preferably in a public sector environment, or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Divers License.

Certifications.

Notary public registration in the State of Florida.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

LEGAL EXECUTIVE STAFF ASSISTANT

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Thorough knowledge of the purpose, function, and procedures of the County and the office of the County Attorney.
- Knowledge of the preparation and function of administrative reports and data related to the department, including payroll, budget, purchasing procedures, and office management in general.
- Ability to work independently under the direction of the County Attorney or Assistant County Attorney.
- Ability to communicate tactfully and effectively with local government officials, County employees, members of the general public, and other governmental entities.
- Ability to prepare highly complex legal materials in conformance to prescribed standards.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to understand and interpret pertinent policies and procedures clearly and accurately.
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, the media, representatives from all levels of government, civic organizations, business professionals, and the general public.
- Ability to project a positive, concerned image to the public.
- Knowledge of the law as it pertains to County government.
- Ability to communicate effectively orally and in writing.
- Thorough knowledge of business English, spelling, and punctuation.
- Knowledge of the methods and techniques used in record keeping.
- Ability to perform complex administrative support assignments requiring considerable exercise of independent judgment.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are

LEGAL EXECUTIVE STAFF ASSISTANT

committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate. Ability to work efficiently and accurately in an atmosphere of frequent interruption.

Established: 10/99

Pay Grade: 14

Job Description Number: 6007

Category: 6

Status: NE

Revised: 6/2003