



**Job Title:** Paralegal

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 13

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

### **JOB SUMMARY**

The purpose of this job is to assist the General Counsel in all aspects of office management, paralegal duties, preparation of legal documents, including confidential legal materials (including, but not limited to, preparation for arbitrations, mediations, DOAH hearings, court cases and other matters facilitated by General Counsel), and preparation of School Board agenda. To serve as Agency Clerk pursuant to Chapter 120, Florida Statutes, and Chapters 1.10 and 1.15, Rules and Procedures of the District School Board, Escambia County, Florida. To establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and the public who come in contact with the General Counsel's office.

### **ESSENTIAL JOB FUNCTIONS**

- Provides paralegal assistance to General Counsel in compliance with Statute and Florida Bar Ethics Rules.
- Performs legal and non-legal research and performs preliminary analysis of information as requested.
- Attends trials, depositions, or other legal proceedings with General Counsel to assist as needed.
- Coordinates hearings, depositions, and appointments for matters in which the School Board is a party.
- Summarizes transcripts, depositions, interrogatories, and other legal documents for attorney review.
- Drafts, prepares, and processes correspondence, pleadings, briefs, and other legal documents for attorney review.
- Coordinates and responds to discovery requests.
- Files court documents in federal, state, DOAH, and appellate courts through judicially mandated electronic filing system.
- Maintains attorney calendar and case/project timelines.
- Prepares and maintains trial folders and exhibits.
- Interviews witnesses and documents, maintains, and protects evidentiary materials.
- Maintains legal and case files.
- Coordinates outside counsel contracts and billing.

- Facilitates and ensures proper advertising and arranges for court reporters for executive session(s).
- Completes public records requests made of General Counsel's office.
- Attends all School Board meetings and workshops to assist General Counsel with legal matters; notes Board action requiring follow-up by General Counsel's office; notes Board approval/action applicable to the Rules and Procedures of the District School Board, Escambia County.
- Coordinates, facilitates, reviews, and processes amendments/revisions of School Board Rules in accordance with §120.54, Florida Administrative Code (Rulemaking) which includes ensuring proper notice/advertisement of public hearings.
- Maintains Global Master, School Board Rules.
- Serves as the Agency Clerk pursuant to Chapter 120, Florida Statutes (Florida Administrative Code) and School Board Rules 1.10 and 1.15 including preparing, certifying, and maintaining School Board Final Orders; issuing subpoenas; maintaining DOAH case index; authenticating School District records under the official seal of the Escambia County School Board.
- Serves as liaison between the General Counsel and District/School staff when legal questions or issues arise.
- Handles inquiries about subpoenas for records, family law issues, School Board Rules, and other related issues.
- Coordinates, facilitates, and reviews inquiries and requests from School Board members, staff, outside counsel, press, and the general public.
- Performs preliminary review of all district vendor contracts, inter-local agreements, etc.
- Coordinates agenda item review requests.
- Obtains information and prepares a variety of data and reports as directed.
- Manages all aspects of office administration including scheduling, leave requests, travel arrangements, requisition of supplies, budget reparation, and supervision of assistants/interns assigned to the office of General Counsel.
- Communicates effectively with staff, School Board members, court personnel, outside attorneys, and the general public.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Demonstrates initiative in the performance of assigned responsibilities.
- Maintains a safe and secure workplace.
- Models and maintains high ethical standards.
- Maintains confidentiality regarding all matters.
- Maintains positive relationships with staff, School Board members, court personnel, outside attorneys, and the general public.
- Participates in workshops and training sessions as required.
- Maintains necessary legal and professional certifications.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Graduation from an accredited institution with at least an Associate of Science Degree, Degree in Paralegal Studies, or Legal Administration Degree
- Minimum of five (5) years of successful experience in the legal field.

- National certification by examination from a nationally accredited association (CP or CLA preferred).
- Registration with the Florida Bar Association as a Florida Registered Paralegal.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to perform legal and non-legal research, document drafting, and case management tasks.
- Requires the ability to display a knowledge of Florida Rules of Civil Procedure and state and federal court rules and procedures.
- Requires the ability to display a knowledge of legal writing, research, litigation, and discovery process.
- Requires the ability to display a knowledge of education, employment, family, contract, government, administrative, and public records law.
- Requires the ability to display a knowledge of Shepards Citations.
- Requires the ability to display a knowledge of Notary Public requirements and regulations.
- Requires the ability to display a knowledge of Chapter 120, Florida Statutes (Florida Administrative Code) particularly in the areas of rulemaking, agency administration, administrative hearings, and agency clerk.
- Requires the ability to display a knowledge of School Board rules, policy, and procedure.
- Requires a demonstrated ability in electronic filing of court documents in federal, state, DOAH, and appellate courts.
- Requires the ability to display a knowledge of attorney billing practices and requirements.
- Requires a demonstrated ability to perform legal tasks which require the application of independent judgment and knowledge of laws, rules, regulations, policies, and procedures in a fast-paced legal office.
- Requires the skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display a knowledge of law office management.
- Requires the ability to display a proficiency in computer skills and West Law legal research software.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**