



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: PARALEGAL

GENERAL DESCRIPTION OF DUTIES

Under minimal supervision, the purpose of this paraprofessional position is to perform advanced technical work in handling a variety of legal support functions. This position provides legal support in compiling and preparing legal documents and training materials for the organization's ethics program, and professional Legal Counsel of the Clerk & Comptroller. Employees in this classification are responsible for preparing and completing legal forms and documentation. An incumbent in this classification must exercise initiative, independent judgment, and critical decision making skills to assess and facilitate proper course of action involving multiple legal areas of concern through completion. This position relies on experience and subject matter expertise in the application of advanced concepts, techniques, and knowledge of legal processes.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Explains, applies, and interprets rules, regulations, procedures, policies, and precedents in a clear and concise manner, verbally and in writing; performs complex research

Serves as liaison to other departments, outside legal counsel, businesses, and the general public regarding the Clerk's legal business, much of which is complex and confidential in nature

Receives and responds to routine legal inquiries from internal and external customers; reviews, assesses and routes to appropriate person/department for action or coordinates response and follows up through completion

Reviews, analyzes, interprets, and directs urgent or critical legal concerns and inquiries to professional Legal Counsel

Prepares and completes legal notices, pleadings, judgments, motions, satisfactions, appellate briefs, and other legal forms as directed

Investigates facts; obtains relevant information; gathers and arranges evidence and other legal documents for review; writes reports

Summarizes depositions and testimony for review by Legal Counsel

Prepares for and assists Legal Counsel at meetings, depositions, court or administrative proceedings; prepares written reports of proceedings

PARALEGAL

Collects, compiles, and utilizes information to make an independent decision and recommendation to Legal Counsel

Files pleadings with appropriate court, i.e., County, Circuit, District, or Federal; obtains copies of court documents and recorded documents

Researches and compiles data for completion of legal forms and documents; researches, retrieves and organizes procedural information; prepares and maintains legal research manual

Reviews, calendars and tracks Legal Counsel e-mail for follow-up action; prepares and monitors Legal Counsel's tasks list for progress and completion of projects

Composes independent correspondence, in addition to editing, formatting and finalization of Legal Counsel correspondence

Prepares and compiles training materials for ethics program, prepares presentation materials, researches relevant material and works with legal counsel on presentation of ethics training program

Maintains calendars and schedules hearings and meetings; monitors deadlines for Legal Counsel's action

Processes and approves notary applications for Clerk & Comptroller employees; tracks expiration dates and ensures compliance

Accepts process of service on behalf of the Clerk & Comptroller's office; reviews, determines and oversees deadlines and processing

Serves as provider for all agency public records requests; communicates with requestor to determine information and records requested; requests more information if necessary; works with other departments to obtain information or records as appropriate; redacts sensitive information; fulfills all requests in a timely manner

Maintains multiple tracking systems for follow up purposes concerning functions under charge, including legal contracts, policies, public records requests, and bond forfeitures

Reviews foreclosure and tax deed sales for surplus funds; researches, retrieves and drafts claims for criminal court cost liens

Intakes, processes, and tracks bond forfeiture for Legal Counsel's review; forwards to appropriate parties and tracks as necessary

Orders Legal Library materials and distributes to appropriate departments; maintains inventory of library materials and materials issued to the departments

Handles information of confidential and/or sensitive nature; exercises professional discretion and confidentiality concerning all duties performed; maintains the confidentiality of department records and information

Maintains and updates comprehensive, central filing (hard copies and/or e-files) for all documents and legal department data

PARALEGAL

Maintains current knowledge of legal terminology, sources of law, including Rules of Civil Procedure and relevant Florida Statutes, and court system and procedures; ensures compliance with court processing requirements and deadlines

Performs administrative and clerical duties (copies, scans, files, and/or distributes various forms and documentation, i.e., administrative orders, correspondence, pleadings, proposed legislation); reviews and evaluates incoming mail and documents, telephone calls, and personal callers; determines proper handling

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Graduation from an American Bar Association approved legal assistant program or paralegal certification, supplemented by five (5) years of recent and relevant experience in legal administrative support in a governmental or similar public sector agency; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to

PARALEGAL

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department