HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Legal Secretary

Job Code: W0139
Pay Grade: WL
Pay Scale: $26.32-$49.06 Hourly; $54,745.60-$102,044.80 Annually
Exempt: No

OVERVIEW

Perform a variety of secretarial and administrative functions in support of the Sheriff's Office legal staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare and type legal pleadings including complaints, affidavits, notices of hearing, motions, orders, stipulations, and discovery documents for filing in court.
- Compose, edit, and type correspondence.
- Coordinate the distribution of incoming and outgoing mail.
- Schedule court hearings, depositions, mediation conferences, and other meetings to ensure the timely disposition of cases.
- Coordinate arrangements and agenda for various commission and board meetings and conferences; assemble materials, compile agenda, and attend meetings.
- Act as a liaison with witnesses and prepare subpoenas for depositions and trial.
- Obtain information and prepare responses to discovery requests such as interrogatories and requests for the production of documents.
- Maintain files and track deadlines for discovery and responses to pleadings.
- File complaints and other pleadings with the appropriate court and/or judge.
- Maintain activity reports and submit appropriate documentation to specific units.
- Respond to inquiries from the public, government agencies, and the news media to provide general or detailed information as appropriate.
- Perform a variety of secretarial activities including transcribing dictation, maintaining supervisor's appointment calendar, and establishing and ensuring the maintenance of a comprehensive, central filing system.
- Maintain the confidentiality of records and reports pertaining to the work of the division or department.
- May be required to cross-train in the performance of basic legal assistance and/or legal research under the supervision of an attorney.
- Perform business related activities and functions regarding legal office administrative practices and procedures.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of legal office practices and procedures.
- Considerable knowledge of legal terminology and court procedures.
- Considerable knowledge of the operation of word processing and data processing equipment.
- Working knowledge of proper grammar, punctuation, and spelling.

- Ability to work effectively with others.
- Ability to transcribe dictation.
- Ability to type.
- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to maintain work related records and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide basic legal assistance and/or conduct legal research under the supervision of an attorney.

SKILLS

- Legal Training
- Legal Assistance
- Court Filings
- Legal Writing
- Legal Documents Preparation
- Court Hearings
- Legal Research
- Filing Documents
- Case Preparation

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of experience as a secretary, which included one year as a legal secretary.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a secretarial, business and office technology, or office professional training program.
- Two years of experience as a secretary, which included one year as a legal secretary.

OR

- An associate's degree from an accredited institution of higher education.
- Two years of experience as a secretary, which included one year as a legal secretary.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver

License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.