

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CONFIDENTIAL

Job Title: Legal Specialist

Job Code: 7528

Department: Multiple Locations

Pay Grade: 4

Date: 01/07/16

BASIC OBJECTIVES

Provides assistance with matters pertaining to legal research, preparation of legal documents, litigation, case management, and office management. Performs complex clerical and para-professional legal work providing technical support and assistance to attorney(s). The work requires the exercise of a considerable degree of independent judgment related to the work methods and procedures utilized to complete job assignments.

JOB TASKS/RESPONSIBILITIES

1. Assists staff attorney(s) in all phases of legal research, background investigations, trial preparations, case managements and case resolutions; may assist attorney(s) at trial.
2. Researches Board Policies, State laws, court records, judicial decisions, and case law to assist staff attorney in the management of the legal affairs of Miami-Dade County Public Schools.
3. Takes and transcribes dictation consisting of legal briefs, memoranda, correspondence, court orders, etc. and prepares it for signature.
4. Assists attorney(s) and/or administrative supervisor in drafting, proofreading, dispatching letters and other documents; photocopies as need.
5. Maintains calendars including scheduling of meetings, legal hearings, trials, mediations, depositions, appropriate parties and witnesses, etc.
6. Receives subpoenas and determines the appropriate response; reviews information and/or documents prepared in response to subpoenas to insure compliance with applicable law(s).
7. Maintains confidentiality regarding business matters.

8. Plans, initiates and carries to completion clerical, secretarial and quasi-administrative activities.
9. Prepares contracts and processes payments for outside attorneys.
10. Travels to courthouses to obtain information, file pleadings; delivers and picks-up exhibits, pleadings and orders.
11. Performs other related duties as required or as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: bending, twisting, reaching, sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors. Occasional travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree or an equivalent combination of education, training and experience in Office Management.
2. Completion of Para-Legal, Legal Assistant, or Legal Secretary Training Program preferred.
3. Knowledge of the operation and function of the various school system departments and offices with the ability to communicate with administrators and School Board members.
4. Minimum of five (5) years as a Legal Assistant or Legal Secretary, including some experience which has provided a working knowledge of governmental law practices or equivalent administrative experience.
5. Demonstrated ability to communicate effectively, both orally and in writing.
6. Ability to deal effectively with the public.
7. Demonstrates knowledge of current computing technologies and software applications appropriate to position's job responsibilities.
8. Must demonstrate competency by passing the appropriate clerical examinations.