

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6728  
Pay Grade: D10

FLSA: Non-Exempt

<b>LEGAL CLERK</b>
<b>REPORTS TO:</b> School Board Attorney Staff Attorney
<b>SUPERVISES:</b> N/A
<b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED and four (4) years progressively responsible office experience; or an equivalent combination of education, training and experience.
<b>MAJOR FUNCTION</b>
Performs advanced, complex clerical and contract maintenance work within the legal field carrying out a variety of specialized or technical duties of a confidential nature. Applies varied procedures in accomplishing duties in an assigned work unit. Work involves a high degree of independent judgment and moderate decision-making based on experience or knowledge of unit operations. Incumbent is required to perform complex duties of a specialized nature and may supervise other clerical employees. Work is performed under general direction and is reviewed through observation and evaluation of work performed.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Performs varied clerical duties in accordance with standard procedures which may include operating a computer, photocopying, filing, tabulating information, answering telephones and processing mail</li><li>• Maintains complex, specialized, files, and technical records particular to a unit</li><li>• Processes forms and reports of a specialized nature</li><li>• Prepares reports and statistical analysis as assigned</li><li>• Relieves superior of administrative detail by performing research, maintaining records, and assisting in compilation of required data; makes mathematical calculations</li><li>• May assist in preliminary budget preparation</li><li>• May operate a computer to enter, retrieve or modify data</li><li>• May supervise others in routine clerical tasks</li><li>• Tracks and maintains contracts approved by the School Board Attorney's Office including applicable renewal and expiration dates</li><li>• Processes claims against the district and coordinates the same with risk management</li><li>• Reviews outside counsel fee requests and processes payment</li><li>• Assists with preparation and filing of truancy petitions and coordinating information among district staff, community partners, parents, and the court</li><li>• Provides clerical assistance with responses to public records requests, subpoenas, document production and related discovery responses</li><li>• Responsible for the formatting, publication, and distribution of the legal department newsletter and legal department website</li><li>• Assists in electronic filing of court documents</li><li>• Orders books and maintain supplements for the law library</li><li>• Interprets rules and regulations of assigned unit; advises customers and employees of departmental policies and procedures</li><li>• May prepare departmental payroll or pre-payroll information for processing at central payroll unit.</li><li>• Applies knowledge of principles, practices, procedures, equipment, operation, organization, fiscal and procedural regulations applicable to assigned unit</li><li>• Provides and compiles specialized information; prepares operating and statistical data and reports; maintains effective departmental and public relations; provides information correctly and concisely both orally and in writing; makes mathematical calculations rapidly and accurately</li><li>• Performs other related duties as assigned</li></ul>

**LEGAL CLERK**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 9/14 CH; BOARD APPROVED: 9/23/14

## LEGAL CLERK

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Legal Clerk – NR