

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0400  
Pay Grade: C00

FLSA: Exempt  
Administrative

**ASSISTANT SCHOOL BOARD ATTORNEY**

**REPORTS TO:** School Board Attorney

**SUPERVISES:** Not Applicable

**MINIMUM QUALIFICATIONS:**

Law degree from an accredited law school. Member in good standing of the Florida Bar Admitted or eligible to become a member of the Bar for the Federal District Court for the Middle District of Florida and admitted or eligible for the United States Circuit Court of Appeals for the Eleventh Circuit. Three (3) or more years of successful litigation experience in federal and/or state courts and/or administrative agencies. Demonstrated ability to work with diverse groups and individuals. Demonstrated ability to communicate effectively, both orally and in writing.

**PREFERRED:**

Three (3) or more years of successful experience as an attorney for a public agency with effective trial experience. Member in good standing of the Florida Bar for three (3) years. Experience in and knowledge of laws applicable to School Districts.

**MAJOR FUNCTION**

Assists the School Board Attorney in rendering legal services and supplying pro-active legal advice on matters affecting the operation, of the School District.

**DUTIES AND RESPONSIBILITIES**

- Assists the School Board Attorney on all legal matters as assigned
- Represents the School Board in all areas affecting the operation of the school system, as assigned
- In consultation with the School Board Attorney, provides proactive legal advice to the School Board and Superintendent on all matters affecting the operation of the school system
- Recommends changes and drafts policies and procedures to ensure compliance with all legal mandates
- Represents the School Board in litigation and/or administrative proceedings as assigned
- Fulfills the functions of the School Board Attorney in the School Board Attorney's absence
- Performs other duties as assigned

**ASSISTANT SCHOOL BOARD ATTORNEY**

**TERMS OF EMPLOYMENT**

*Salary and benefits and other terms of employment shall be subject to negotiation with the School Board.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. Other duties and responsibilities may be established by contract or otherwise exist as a matter of professional responsibility.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 7/93 SRS; BOARD APPROVED: 10/27/93; REINSTATED AND REVISED: 9/98 PBL; BOARD APPROVED: 10/13/98; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, MF, D & R, MQ's: 05/09 RAS; BOARD APPROVED: 5/26/09; REVISED FORMAT, TITLE, MF, ER, ADA, 4/12 CK: BOARD APPROVED: 4/24/12

**ASSISTANT SCHOOL BOARD ATTORNEY**

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 computer to enter and transform words or data					X
21. Using various technology tools				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				

Assistant School Board Attorney