

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0517
Pay Grade: C00

FLSA: Exempt
Administrative

STAFF ATTORNEY
REPORTS TO: Superintendent of Schools
SUPERVISES: Support staff
MINIMUM QUALIFICATIONS: Law degree from an accredited law school. Member in good standing of the Florida Bar (three (3) years preferred). Admitted or eligible to become a member of the Bar for the Federal District Court for the Middle District of Florida and 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 and to supervise people successfully. 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. Experience in and knowledge of laws applicable to K-12 School Districts.
MAJOR FUNCTION
Provides proactive legal advice and counsel to the Superintendent, District-level and school-based administrators on matters involving employment and labor law. Cooperates with and assists the School Board Attorney in rendering legal services and providing legal advice on matters affecting the operation of the school system.
SKILLS & ABILITIES
To be determined by the Superintendent
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Provides pro-active legal advice and counsel to the Superintendent and staff on matters involving employment and labor law• Cooperates with and assists the School Board Attorney in rendering legal services and providing legal advice on matters affecting the operation of the school system• Coordinates and collaborates with the School Board Attorney in the performance of their respective duties• Assists the School Board Attorney in providing in-service training on legal matters• Represents the Superintendent, in quasi-judicial proceedings involving employee and student discipline Represents the District in Equal Employment Opportunity Commission (EEOC), Office of Civil Rights (OCR) and Florida Commission on Human Relations (FCHR) proceedings• Represents the District in all grievance proceedings through arbitration• Represents, or provides the representation of, the Superintendent in truancy proceedings• On call in the absence of the School Board Attorney and Assistant School Board Attorney on a priority basis at all times to serve the School Board• Performs other related duties as required

STAFF ATTORNEY

TERMS OF EMPLOYEMENT

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: 4/24/12, LM: BOARD APPROVED: 4/24/12

STAFF 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 PC to enter and transform words or data					X
21. Using a computer 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				

Staff Attorney ADM