NASSAU COUNTY SHERIFF’S OFFICE

PARALEGAL

**Position Summary**:

The Paralegal/Legal Assistant to the NCSO Director of Legal Services/General Counsel assists in the following essential functions: (1) daily coordination and management of all aspects of the status of litigation files (for example use of force or forfeiture civil lawsuits) and administrative proceedings files (for example unemployment compensation appeals), (2) initial drafting and preparation of pleadings and discovery packages for pending or filed lawsuits, (3) legal research, (4) drafting of settlement agreements in potential lawsuits, (5) clerical work such as filing, copying, retyping, scanning, making database entries, etc. necessary to maintain a file system, (6) heavy use of electronic databases and computer software to track file status or new case filings and to e-file pleadings/documents in pending cases online, (7) creation of new forms as needed to streamline NCSO operations through the use of Adobe Acrobat Pro, Microsoft Word, or equivalent software, (8) real time updating of detailed multi-tab spreadsheets to track hundreds of contract and litigation files, (9) discussing contract negotiations with other parties and possibly criminal defendants in seizure/forfeiture civil lawsuit cases, and (10) any other miscellaneous tasks as required by the NCSO General Counsel.

The position requires the highest level of professionalism and work ethic, which includes the following: (1) maintaining the strictest confidentiality with sensitive or confidential information, (2) having a high self-initiative to complete task with minimal guidance and/or requiring the employee to learn how to perform a task through self-research, online training, or classroom training, (3) functioning under intense time pressure, (4) continually updating files and spreadsheets to ensure the most accurate real time information is available upon request by NCSO Command Staff, (5) cooperatively working in a structured law enforcement environment with a well outlined chain of command, and (6) interacting positively and cooperating with co-workers, other government entities, and the public.

**Status:** [X] Civilian [ ] Sworn [ ] Certified

**Minimum Qualifications:**

Applicant must have a minimum of four (5) years of significant experience as a Paralegal/Legal Assistant in a law firm or government position performing the essential functions listed above in this posting (including contract review, document drafting, and legal research) OR must have two (3) years of significant experience as a Paralegal/Legal Assistant in a law firm performing the essential functions listed above and also have earned a college or a paralegal certificate as outlined in the preferred education section.

**Required Education:**

High School Diploma or GED.

**Preferred Education:**

Paralegal Certificate from a college or university, an Associate’s Degree in Paralegal Studies (Legal Assisting), or a Bachelors in Science Degree in an applicable major. Pay within range will be commensurate with preferred education.

**Required Experience:**

Applicant must have a minimum of five (5) years of significant experience as a Paralegal/Legal Assistant in a law firm or government position performing the essential functions listed above **OR** must have three (3) years of significant experience as a Paralegal/Legal Assistant in a law firm or government position performing the essential functions listed above and also have earned a college degree or a paralegal certificate as outlined in the Preferred Education section. Pay within the range will be commensurate with total level of experience and education combined.

**Required References:**

Provide at least two references pertaining to Applicant’s abilities to complete the essential functions listed above.

**Ability to:**

• Speak, read and write English • Provide exceptional customer service

• Reason logically • Remember details

• Operate office equipment • Recognize and count U.S. currency

• File alphabetically / numerically • Recognize public officials

• Maintain accurate logs • Use discretion / confidentiality

• Negotiate contracts • Operate motor vehicle

• Retrieve information via many sources • Perform independent legal research

**Skills:**

• Interpersonal • Computer; keyboarding • Organizational

• Basic English grammar • Analytical • Filing

• Reading comprehension • Basic mathematical • Decision-making

• Report interpreting • Telephone • Alphabetizing

**Environmental Conditions**:

• Works in an office environment under normal conditions with normal stress levels

• Works in an office environment with constant activity

• Works in an office environment with intermittent public contact

• Works extended periods of time with CRT monitor

**Blood and Viral Pathogen Risk:** [X] Minimal Risk [ ] Foreseeable Risk

**Physical Requirements:**

• Speak, read and write English understandably • Manual dexterity

• Accurately read, write and articulate numbers • Ambulate independently

• Lift / drag / carry <35 lbs. • Walk / bend / squat / kneel / reach

• See at normal range (or with accommodation) • Sit for long periods

• Hear at normal level (or with accommodation) • Stand for long periods

***Reasonable accommodation(s) will be made for otherwise qualified individuals with a disability.***

**Hours of Work: (Basic)**

Monday – Friday 8:00 am – 5:00 pm

Weekends and Holidays Off

**NOTE: This position is subject to recall to work (i.e. cancelation of leave) during disasters or emergencies at discretion of Sheriff or NCSO General Counsel**

**Rate of Pay:**

* Annual Base Range $48,000 to $55,000
* Hourly rate $23.08 to $26.44
* Longevity Pay $250.00 per year of service with NCSO as of 09/30

(Yearly Budget Approval)

**Benefits:**

* Health - $0.00 premium options for Employee Only coverage
* Dental
* Vision
* Life
* Long Term Disability
* Paid Time Off (over 4 weeks per year)
* Florida Retirement System (FRS)

***The Nassau County Sheriff’s Office***

***is an Equal Opportunity Employer and a Drug Free Workplace.***