

**Polk County Sheriff's Office Job Description**  
**1502 Legal Assistant**

March 12, 1994, Revised October 9, 2006

**Position Concept:**

The Legal Assistant performs a variety of professional duties involved in the legal research and review of law enforcement, detention and administrative related topics which affect the Sheriff's Office.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Legal Assistant may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Respond to information request
- Conduct legal research
- Respond to proceedings
- Prepare budget
- Maintain law library
- Coordinate case progressions

**Education, Professional Certification or License:**

- Two (2) year degree from an accredited college or university with a major in paralegal studies
- National Association of Legal Assistant Certification preferred

**Professional Experience:**

- Minimum five (5) years of experience working in a law office as a Legal Assistant
- The appropriate college degree may be substituted for experience
- Demonstrated keyboarding proficiency of 35 wpm with no more than 5 errors

**Status:**                             Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                             Minimal Risk                             Foreseeable Risk

**Environmental Conditions:**

- Work involves extensive reading
- Work involves heavy use of fingers and hands during word processing tasks

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Florida State Statutes chapter 119
- Discovery procedures
- Procedural/substantive law
- Judicial System/Legislative System
- Statutes and how to locate
- Substantive Procedural Law
- Legal procedure

**Ability to:**

- Comprehend
- Read and write English

**Polk County Sheriff's Office Job Description  
1502 Legal Assistant**

**Skills:**

- Organizational
- Interpersonal
- Basic mathematical
- Computer
- Keyboarding
- Basic English grammar
- Research
- Analytical

**Physical Requirements:**

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift minimum 5 lbs.

For additional information on this position refer to the Job Task Analysis.