

# Florida State Courts System

## Classification Specification

Classification Title: Paralegal

Pay Grade: 47

Class Code: 5200

FLSA Status: Included

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### **CLASS SUMMARY**

The essential function of the position within the organization is to perform case management and administratively support the timely processing of amendments to the rules, forms, and the standard jury instruction required by changes in the law; perform legal research, summarize routine reports and pleadings, prepare form memoranda, standard orders, and other routine cases and rule-related documents.

### **ESSENTIAL JOB FUNCTIONS**

**(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)**

- Prepares form memoranda, standard orders, and other routine case-related documents under the supervision of an attorney.
- Performs case management and administrative support, including, but not limited to, monitoring dockets and workflow on cases assigned to Central Staff.
- Summarizes routine pleadings and reports assigned to Central Staff.
- Processes time sensitive rule, form, and jury instructions amendments.
- Performs legal research and checks citations and source materials under the supervision of an attorney.
- Participates in informal proceedings where membership in the Florida Bar is not required.
- Communicates with justices, justices' staffs, and Supreme Court Clerk's office staff.
- Attends staff and other professional meetings to exchange information.
- Attends technical or professional workshops or seminars to improve professional skills.

### **MINIMUM EDUCATION AND EXPERIENCE GUIDELINES**

#### **Education**

*Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.*

Completion of a training program to become a legal assistant, a paralegal, a legal paraprofessional or a lawyer's/attorney's assistant; or

A degree or certificate in legal technology, legal administration, legal studies or allied legal services; or

Graduation from a school of law; or

A bachelor's degree from an accredited college or university with a major in allied legal services.

### **Experience**

*Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.*

Four years of experience involving paralegal work or legal secretarial work.

### **CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS**

**(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)**

Requires being a Florida Registered Paralegal.

### **COMPETENCIES/RESPONSIBILITIES**

#### **Data Responsibility**

*Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

#### **People Responsibility**

*Refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

#### **Assets Responsibility**

*Refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

#### **Mathematical Requirements**

*Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

#### **Communications Requirements**

*Involves the ability to read, write, and speak.*

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

**Complexity of Work**

*Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Impact of Decisions/Errors**

*Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

**Equipment Usage**

*Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, software programs, or custom applications.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

***The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.***

***EFFECTIVE: 06/21/2021***