**Legal Assistant** *Closes Friday 08/30/2024 11:59pm*

Organization: City of Pensacola

Department: Office of the City Attorney

Address: 222 W. Main St. Pensacola, FL 32502

*Pay Range: $* *26.94-$44.45 annually dependent on knowledge and experience*

**Apply on City of Pensacola jobs website Legal Assistant Application Link:** <https://www.governmentjobs.com/careers/pensacola/jobs/4624315/legal-assistant?pagetype=jobOpportunitiesJobs>

This is responsible professional and administrative work.

An employee in this position performs varied and complex paralegal and clerical work to assist the attorneys in the City Attorney’s Office in delivering legal services for the City of Pensacola’s government. This position is dynamic and requires multi-tasking and prioritizing duties, personal initiative, attention to detail and ability to work effectively as part of a team.

**Minimum Qualifications:**

* Graduation from high school or equivalent;
* An Associate's Degree in Legal Studies, Criminal Justice or a related field; Bachelor's Degree preferred;
* Five (5) years of legal assistant or paralegal experience;

Or

* Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

**Necessary Special Requirements:**

* Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
* Substantial experience with Microsoft Word and Outlook.
* Experience drafting pleadings and other legal documents.
* Experience researching using Westlaw or Lexis.
* Experience with case management software.
* Experience electronically filing pleadings in state court or federal court.

**Examples of Work:**

* Prepares drafts of pleadings, orders, ordinances, memoranda, correspondence and other documents, both in-office and as a part of quasi-judicial hearings.
* Creates and maintains electronic files utilizing office management software.
* Communicates professionally and effectively in verbal and written form with elected officials, City staff, outside counsel, the judiciary, and the general public.
* Schedules meetings, hearings, and other events.
* Effectively researches legal and non-legal issues, analyzes the results, and provides suggested solutions.
* Electronically files court documents at the direction of the City Attorney or designee.
* Stays abreast of changes in the rules of procedure, e-filing procedures, confidentiality requirements, and relevant statutes.
* Responds to telephonic, written, and in-person inquiries from the Mayor, City Council, employees, and the public.
* Establishes and maintains effective working relationships with co-workers and the legal community.
* Provides support to multiple attorneys with varying areas of specialty in a fast-paced environment.
* Maintains confidentiality.
* Performs clerical and administrative tasks as assigned; Prepares and assists with budget and payroll.
* Receives, processes, and responds to public record requests.
* Works with attorneys in representing City employees, including firefighters and police officers.
* Maintains prompt and regular attendance.
* Reports as essential personnel during state of emergency.
* Performs other job duties and special tasks as assigned.

**Knowledge, Skills and Abilities:**

* Knowledge of modern office practices and procedures.
* Knowledge of fundamental subjects in law, legal terminology, and legal phraseology.
* Knowledge of office protocol and standard business etiquette.
* Knowledge and experience scheduling hearings.
* Knowledge of local government law and practices (preferred, but not required).
* Skilled in the utilization of case management software.
* Ability to multi-task in a fast-paced environment while prioritizing work for maximum time management.
* Ability to dispose of routine administrative matters independently.
* Ability to adapt in order to meet the needs of the office as circumstances change, including the ability to telework.
* Ability to exhibit an understanding of legal research and analysis methods.
* Ability to maintain a professional atmosphere, including an organized work area.
* Ability to demonstrate initiative in problem solving, analyzing situations, and making suggestions for correction or improvement.
* Ability to make sound decisions using independent judgment.
* Ability to perform tasks independently and correctly in relevant software programs, including the effective use of Microsoft products.
* Ability to work effectively as part of a team and independently.
* Ability to be detailed in completion of job tasks as needed to ensure the integrity of information.
* Ability to report and perform assigned tasks during a state of emergency, including but not limited to hurricane recovery.