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| |  |  |  | | --- | --- | --- | |  | **ESCAMBIA COUNTY**  Department of Human Resources  221 Palafox Place, HR Suite 200  Pensacola, FL 32502-5835  (850) 595-3000 Out-of-Area: (866) 609-0603  <http://www.myescambia.com/jobs> |  | | **INVITES APPLICATIONS FOR THE POSITION OF:** | | | | **Paralegal**  **County Attorney** | | |   *An Equal Opportunity Employer* |
| |  | | --- | | **RECRUITMENT RANGE** $20.75 - $24.12 Hourly    $1,660.00 - $1,929.60 Biweekly  $43,160.00 - $50,169.60 Annually |   **ISSUE DATE:** 06/19/20  **FINAL FILING DATE:** Sun. 07/19/20 11:59 PM Central Time  **THE POSITION**  This class provides specialized legal research for the attorneys, including researching multiple subject matters and reporting of results.  Home to more than 300,000 residents in northwest Florida, Escambia County is the westernmost and one of the oldest counties in Florida. The mission of Escambia County government is to provide efficient, responsive services that enhance our quality of life, meet common needs and promote a safe and healthy community. With nearly 1,800 employees, we pride ourselves on being the perfect climate for everything – building a business, raising a family and enjoying recreational pursuits. Picture perfect white sand beaches and clear, emerald Gulf waters draw millions of vacationers to Escambia each year, especially to Pensacola Beach, named #4 Top U.S. Beach in 2020 by Tripadvisor.  **EXAMPLES OF DUTIES**  Conducts legal research in areas of local government law, including land use, real estate, ethics, contracts, litigation, and labor  Prepares written memoranda presenting findings based on research  Contacts other governmental agencies to gather pertinent information  Prepares visual aids for presentations  Assists in preparing information for trials  Maintains library  Cite checks and proofreads pleadings  Performs other duties of a similar nature or level  **QUALIFICATIONS**  **Minimum Qualification Requirements:  Training and Experience:** Associate's degree or two-year technical certificate in paralegal or legal studies and one to three years of paralegal experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.  **Licensing Requirements:**  Valid driver's license  **Knowledge of:** legal terminology legal research methods legal document preparation customer service principles  **Skilled in:** using a computer and related software applications conducting legal research preparing legal documents preparing document summaries organizing and maintaining legal files and records communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction  **SUPPLEMENTAL INFORMATION**  **County-wide Employee Responsibilities:** All Escambia County BCC employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Escambia County BCC's Employee Code of Ethics, gift, and conflict of interest policies.  All Escambia County BCC employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.   **Emergency Management Responsibilities:** Note: During emergency conditions, the incumbent of this position will automatically be considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties, as assigned.  **Physical Requirements:** Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.  **Benefits/Compensation Package:** · Medical / Dental / Vision plans · Prescription coverage · Employee health clinic · Employee fitness centers · Employer-sponsored retirement plan or an investment plan · Deferred Compensation Plan · Employee Assistance Program · Annual/Sick Leave or Paid Time Off (PTO) · Group Life Insurance |
| |  |  | | --- | --- | | APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: <http://www.myescambia.com/jobs>  OR 221 Palafox Place, HR Suite 200  Pensacola, FL 32502-5835 | EXAM #03132  PARALEGAL JF | |

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| **Paralegal Supplemental Questionnaire** |

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| \* | 1. | I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected. |
|  | | Checkbox Yes, I understand. Checkbox No, I do not understand. |
| \* | 2. | Do you have an Associate degree or higher or a two-year technical certificate in paralegal or legal studies? |
|  | | YesYes    NoNo |
| \* | 3. | Do you have at least one year of work experience as a paralegal? |
|  | | YesYes    NoNo |
| \* | 4. | If yes, please explain. **Note: All relevant work experience must be listed in the "Work Experience" section of this application. If none, type N/A.** |
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| \* | 5. | Are you a current internal Escambia County BCC employee? **(For recruitment purposes temps, volunteers and contract employees are considered external applicants.)** |
|  | | YesYes    NoNo |
|  | | |
| \* Required Question | | |