



**OFFICE OF THE STATE ATTORNEY  
10TH JUDICIAL CIRCUIT  
STATE ATTORNEY BRIAN HAAS  
SERVING POLK, HIGHLANDS, AND  
HARDEE COUNTIES**

**JOB ANNOUNCEMENT**

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<b>JOB TITLE:</b>	<b>Legal Assistant I</b>	<b>CLOSING DATE:</b>	<b>Until filled</b>
<b>DEPARTMENT:</b>	<b>Trial Division</b>	<b>WORK SCHEDULE:</b>	<b>M-F 8AM-5PM</b>
<b>CLASS CODE:</b>	<b>6151</b>	<b>JOB LOCATION:</b>	<b>Bartow</b>
<b>PAY GRADE:</b>	<b>44</b>	<b>FLSA STATUS:</b>	<b>Included</b>
<b>SALARY:</b>	<b>\$30,000.00</b>	<b>RETIREMENT:</b>	<b>Regular</b>
<b>EEO CODE:</b>	<b>06</b>		
<b>POSTING DATE:</b>	<b>2/1/2022</b>		

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**DISTINGUISHING CHARACTERISTICS OF WORK:**

This is complex and confidential legal administrator work. An employee in this position is responsible for performing a variety of administrative duties in assisting an Assistant State Attorney with case preparation. Duties involve the performance of administrative and clerical tasks related to criminal court proceedings; setting up and maintaining the attorneys' calendars; screening calls and mail; scanning; providing information to the general public; data input; and preparing appropriate legal documents and correspondence.

**ESSENTIAL JOB DUTIES:**

An employee assigned to this class has ultimate clerical responsibility for all cases assigned to his/her division and may assist in other divisions as needed. Work is performed under the close supervision of a higher-level supervisor or an attorney and is reviewed through conferences for the achievement of desired results as follows:

- Ability to focus and pay attention to detail;
- Ability to follow rules, regulations, policies and procedures;
- Ability to operate a computer and other office machinery;
- Ability to operate the telephone system and respond to calls promptly and professionally;
- Ability to read and comprehend;
- Comply with all Public Records statutes and policies;
- Dependable and routine in-office attendance during regularly scheduled business hours;
- Effective and efficient communication skills and ability to interact professionally with other employees, members of the public and stakeholders.
- Efficient keyboard skills;
- Perform quality work within deadlines;
- Review and promptly respond to all electronic messaging;
- Travel as required;
- Work effectively as a team contributor as well as independently;

Additional job duties may include, but are not limited to, the following:

- Accompany ASA to court and assist as required;
- Assist in the processing and maintenance of all electronic media including e-filings and evidence and media;
- Assist with data collection and reports;
- Assists victims and witnesses, as needed;
- Bilingual employees will assist in translations as needed;
- Coordinate meetings, depositions and or court appearances including space, time, place and notify all participants;
- Establish and maintain effective communication with attorneys, court personnel, victims, witnesses, law enforcement personnel, and other parties relevant to assigned cases in both verbal and written form;
- Generate subpoenas and update case management system from returns;
- Maintain and file all records and reports on case activity and prepare any necessary statistical reports;
- Maintain calendars, arrange travel itinerary and hotel accommodations and reimbursement forms;
- Notarize documentation;
- Perform any and all duties as required
- Prepare legal documents;
- Provide other services as needed such as transportation, a separate Pre-Trial waiting area and appropriate translator services as needed or requested;
- Receive and process Law Enforcement electronic media;
- Receive, scan and distribute incoming mail;
- Research and prepare reports as necessary;
- Responsible for all administrative activities as required;
- Secure supplemental case information;
- Updates case management system and notes;

**NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. 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.**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of office procedures and practices; the principles of correct grammar usage; basic arithmetic; plan, organize and coordinate work activities; determine work priorities, assign work and ensure completion of assignments; review work for accuracy and quality of content; train others; communicate effectively verbally and in writing; establish and maintain effective working relationships with others; interpret rules, regulations, policies and procedures; perform basic arithmetical calculations; deal effectively with a variety of people; prepare reports and maintain records.

#### **EDUCATION/MINIMUM QUALIFICATIONS:**

A high school diploma or equivalency and two (2) years of secretarial experience or an equivalent combination of both can be substituted for required experience.

## **PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds;
- Ability to work approved overtime, as required;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;

## **BENEFITS:**

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

## **POLICIES:**

The State Attorney's Office has a harassment-free workplace policy and professional conduct requirement. Employees must practice safe workplace procedures and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

## **HOW TO APPLY:**

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann  
Personnel Director  
State Attorney's Office  
255 North Broadway  
Bartow, FL 33830  
Telephone: (863) 534-4898  
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.