

DISTINGUISHING CHARACTERISTICS OF WORK

- This is varied and highly responsible legal assistant work.
- An employee in a position allocated to this class performs a variety of general and confidential legal assistant duties which require attention to detail, research of history of cases, and being confident while in training. Duties cover the general facets of the Criminal Justice System.
- Work is performed with assistance from a trainer and the supervisor, along with learning basic legal assistant duties with the anticipation of becoming a Legal Assistant II.

JOB SPECIFIC DUTIES

- Types with speed and accuracy, is proficient in word processing systems and associated peripherals.
- Ability to handle fast paced environment.
- Experience with basic computer skills, Microsoft Office 365 such as Outlook, Word, and Microsoft Teams.
- Responsible for opening case files after an Attorney has been appointed.
- Assisting in initial file process and requesting all necessary documents.
- Closing case files once resolved.
- Accomplishing department and organization mission by completing tasks on a timely manner.
- Filing, Scanning discovery, and Document review.
- Managing outlook inboxes and attaching any documents into Attorney Management system.
- Ability to assist with incoming calls from switchboard telephonic duties.
- Possesses professional telephone etiquette
- Possesses the ability to multi-task, and prioritize job duties
- Be able to assist in covering receptionist duties by greeting clients.
- Assist in mailroom with mail intake and distributing mail within the office, collecting mail to be picked up from the clerk and time-stamping any interofficed documents.
- Must be able to communicate effectively and professionally.

**NOTE:** These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.

## SKILLS

- Calendar management
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Detailed oriented
- Excellent time management

## MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and two years of progressively responsible Legal Assistant
- experience, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for
- high school graduation.
- Expected length as Legal Assistant I is at least twelve months

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS at 1-844-377-1888 on how your current benefits may be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

## **Benefits**

- Florida Retirement System benefits
- Life Insurance Coverage
- Comprehensive Medical and Prescription Drug Coverage

- Preventive Care Benefits and Wellness Program
- College Tuition Reimbursement
- Annual Leave and Sick Leave
- Paid Holidays
- To learn more about the eligible employee benefits available, please visit:  
[www.mybenefits.myflorida.com](http://www.mybenefits.myflorida.com)

**To Apply**

Send Resume and Cover Letter to: [Apply@flpd6.gov](mailto:Apply@flpd6.gov)