

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

LEGAL COORDINATOR / PARALEGAL

Department: Administration

FLSA Class: Non-exempt

Reports to: Chief Deputy Property Appraiser

POSITION OBJECTIVE & SUMMARY

Coordinates the delivery of legal services to the Property Appraiser's office with outside counsel and General Counsel. Provides direct assistance to General Counsel by researching laws, investigating facts, preparing documents, and handling all administrative legal matters.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Researches legal questions concerning departmental matters, litigation and legal procedures, which may serve as a basis for opinion and legal questions; completes legal research concerning contracts, property assessment and memoranda, etc., as requested.
- Prepares digests of laws and cases, briefs questions of law as basis of departmental action, and writes tentative drafts of opinions.
- Drafts legal documents, including pleadings, motions, discovery requests and responses, agreements, stipulations, court orders, pretrial compliance, court judgments, and appellate documents.
- Assists in preparing cases for trial by researching, examining, and collecting authorities' points of law in connection with the preparation of cases for trial.
- Reviews files, prepares legal memoranda, assists in preparing discovery responses, and performs other general assistance of a legal nature. Files court pleadings and ensures compliance with court rules.
- Assists at trials, mediations, depositions and hearings; coordinates calendars and schedules hearings, depositions, and meetings; coordinates witnesses and locates key documents; tracks exhibits; takes notes.
- Responsible for case management of pending litigation, including calendars and monitors court deadlines, and prepares litigation status reports.
- Serves as intake for all legal questions, requests for legal advice, subpoenas, summonses and legal pleadings. Assesses urgency of situations and determines appropriate actions.
- Monitors all legal matters including litigation, VAB proceedings, and requests for legal advice.
- Proactively researches and reviews pending legislation, statutes and administrative code changes to determine if there will be impact on the organization. Prepares impact/action reports as requested. Follows up with General Counsel where necessary.
- Attends all VAB hearings for exemptions/classified use/common elements and other hearings as requested.
- Responds to subpoenas served on Property Appraiser.
- Relies on extensive experience and judgment to plan and accomplish goals; performs a variety of tasks with minimal supervision.
- Keeps Chief Deputy informed and updated on all legal matters through verbal and written reports.
- Hand-delivers documents/files to outside departments, law firms, and the courts, when necessary.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of general aspects of the law, legal documents, forms, and terms; knowledge of Florida, Federal and administrative law – research and reference materials, and sources of authority on legal questions.
- Knowledge of the ABA Canon of Ethics relating to the functions of ethical conduct and law office confidentiality.
- Skill in the use of Microsoft Office applications (Word, Excel, Outlook).
- Ability to read, analyze, and interpret legal documents, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, legal memoranda and discovery responses.

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

LEGAL COORDINATOR / PARALEGAL

- Ability to effectively present information and respond to questions involving legal issues, written and verbal.
- Ability to search databases and find particular case law for specific issues of law.
- Ability to work independently to identify legal issues, collect data, analyze facts, evidence and precedents, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with management, government officials, colleagues and the general public.

EDUCATION / TRAINING / EXPERIENCE

Graduation from high school or GED equivalent. Paralegal Certification or a minimum of two (2) years law school; three (3) or more years real estate transaction related paralegal experience, and legal research experience; or applicable training and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Attainment of Certified Florida Evaluator (CFE) designation encouraged. Possession of a valid Class "E" Florida driver's license required.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting with some standing, bending, stooping, squatting, and/or reaching. Specific vision abilities required by this job include attention to a computer monitor for at least 75% of the work day. The employee may occasionally be required to lift 10/25 pounds.

OTHER DUTIES

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

Date: January 1, 2022

Pay Range: \$40,000 - \$72,000 CWE