

Title: Police Legal Assistant
PG: 40
Status: Civil Service
Position Reports to: Police General Counsel
Department: Police

Class Code: 5026
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible staff support work assisting the Police Legal Advisor in administrative matters and providing legal secretarial support. Work involves the performance of difficult and varied clerical and public contact work, requiring flexibility, good judgment and diplomacy. Work also involves independence of action, exercise of mature judgment, and application of extensive working knowledge of organization and programs in a variety of work involving continual interdepartmental relations.

ESSENTIAL FUNCTIONS:

1. Composes memoranda, correspondence, e-mail in response to various requests for information by members/citizens;
2. Maintains calendar for Legal Advisor, i.e., setting appointments and monitoring deadlines; transcribes all dictation;
3. Plans and coordinates various activities within the Department, as determined by the Legal Advisor, and insures the smooth flow of work and compliance with applicable departmental policies and procedures;
4. Processes forfeiture cases, i.e., monitoring of deadlines, coordination of service of process, scheduling/coordination of hearings with judge's office, liaison between the Court and arresting officer, preparation of routine pleadings and settlement agreements for review by Legal Advisor, maintains checkbook (Imprest Account) for processing forfeiture cases;
5. Assists Legal Advisor in processing grievances, citizen complaints, workers' compensation claims, and Internal Affairs investigations;
6. Gathers/coordinates the processing of public records requests and invoices requesting parties.
7. Researches and prepares for annual budget.
8. Maintains updates of legal publications; handles all filing.
9. Prepares agreements for, and monitors terms of, neighborhood policing substations;
10. Acts as liaison between Lakeland Law Enforcement Chaplaincy Corps, Inc., and the Lakeland Police Department by coordinating meetings for the chaplains and the Board, processing requests from and for the chaplains, and aiding chaplains in administrative duties;
11. Acts as Secretary to the Nuisance Abatement Board (NAB) by taking and composing minutes of the Board, acting as liaison between police department and Board, and processing affidavits and pleadings to be presented to Board;
12. Substitutes for Police Chief's secretary, as necessary.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work, as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of office record keeping and reporting.
2. Knowledge of the principles of office management and administration.
3. Knowledge of legal terminology and documents.
4. Knowledge of budget preparation procedures and bookkeeping methods and principles.
5. Skilled in the operation of a personal computer.
6. Skilled in transcription typing and shorthand.
7. Ability to carry out administrative details independently and conduct correspondence without review.

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8. Ability to communicate effectively, both orally and in writing.
9. Ability to compose reports, pleadings, letters and memoranda.

WORKING ENVIRONMENT CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent, including or supplemented by courses in shorthand, typing, and office procedures.
2. Five (5) years of legal secretarial experience in a public or private law office.
3. An equivalent combination of education and experience that is determined to be directly related and equivalent to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid State of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.