



# City of Stuart

121 SW Flagler Avenue \* Stuart \* Florida 34994-2139  
Human Resources Department  
[www.cityofstuart.us](http://www.cityofstuart.us)

## JOB POSTING

**Date:** January 25, 2016  
**Job Title:** Paralegal  
**Department:** City Attorney  
**Exempt Status:** Non-Exempt  
**Pay Range:** H19 Hiring Range: \$24.25 per hour - \$30.15 per hour  
**Closing Date:** February 9, 2016

### Characteristics of the Class:

Under the direction of the City Attorney performs a wide variety of paralegal and specialized administrative duties. Incumbent applies appropriate knowledge of legal theory in substantive and procedural law, completing assignments independently. Assists the City Attorney with legal services. Applies working knowledge of legal procedures, general legal analysis, and research. Work involves developing and modifying procedures, contracts and document creation and processing; and coordinating daily responsibilities. Incumbent must use discretion in decision-making and policy interpretation within scope of authority. Work is reviewed through observation and written reports for adherence to established policies and procedures.

### Training and Experience, and KSAs:

Must possess an Associate's or Bachelor's Degree from an accredited college or university, with major course work in English, Journalism, Legal, or related field along with three (3) years professional legal experience; AND either certification through the National Association of Legal Assistants (NALA) or equivalent; OR ability to obtain Florida Bar Registration for Paralegal within three (3) years of date of hire. Must maintain a valid Florida driver's license.

### Physical and Environmental Requirements:

Task involves frequent walking; standing; occasional bending, stretching, stooping and some lifting and carrying objects of moderate weight (30 pounds); and/or standard dexterity in the use of fingers, limbs or body in the operation of office or shop equipment or operation of a vehicle. Task may involve extended periods of time at the keyboard. Task may require infrequent exposure to adverse environmental conditions. Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability. Task requires color and texture perception and discrimination.

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**A City of Stuart Application for Employment** can be obtained through our website ([www.cityofstuart.us](http://www.cityofstuart.us)) or by visiting the Human Resources Department. Applications for employment must be sent to or, delivered to, the Human Resources Department by the aforementioned closing date at 5:00pm.

**The City of Stuart is a tobacco-free workplace.** All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions within the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.

*In accordance with Section 51.55 Federal Revenue Sharing Handicapped Discrimination Regulations, please be advised that the City of Stuart does not discriminate in its employment of the disabled. The City does not discriminate in hiring due to race, color, sex, creed, national origin, marital status, age, political affiliation, religion or disability.*