

 **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**ADMINISTRATIVE ASSISTANT- LEGAL**

**Department: Legal**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The Administrative Assistant for Legal is responsible for performing Diligent Searches for absent or missing parents in dependency cases pursuant to Florida statutes and DCF operating procedures, which includes documents searches and preparation of affidavits for filing with the court. May also perform and track searches for relatives. All information must be carefully tracked and clearly communicated with case management and/or Children’s Legal Services. This person may provide high-level administrative support by conducting research, requesting searches of the Putative Father Registry, preparing statistical reports and agendas, and handling information requests.  This position reports to the Chief Legal Officer.

**ESSENTIAL JOB FUNCTIONS**

* Receives, fulfills, and tracks requests for searches for parents and relatives of children in care from CPI, CLS, and case management staff.
* Provides notices of initiation of search, status of search, and final affidavits of diligent search for court as needed.
* Searches for parents and relatives on various databases including Accurint, CCIS, and others.
* Utilizes both public and private record locator systems in efforts to retrieve current information.
* Requests and obtains certification from the Florida Department of Health’s Bureau of Vital Statistics for Putative Father Registry Searches to document whether prospective fathers have registered or not.
* Completes all search efforts in FSFN and completes a diligent search tracker for all active, closed, and putative father requests.
* Prepares and mails letters or sends faxes as needed to various agencies and authorities to pursue whereabouts of missing parents.
* Communicates by phone with parties revealed through the search who may have knowledge of whereabouts of missing parents or relatives and documents such communications.
* Notifies CLS when missing parents have been located so that service may be attempted.
* Performs functions under strict timeframes that are often of short duration.
* Maintains tracking system for diligent search and putative father registry search requests.
* Provides other high-level administrative support as directed by supervisor.
* Manages conflicts, dealing appropriately in difficult situations.
* Supports the supervisor with preparation of reports and general tasks daily.
* Performs typing, data entry, or other clerical tasks as needed.
* Uses “to-do” lists or other tools to manage time, and manage multiple, pressing job demands.
* Prepares in advance for situations (i.e., develops mental plans, visualizes situations, rehearses presentations).
* Uses data to inform practice and implements results-based best practices.
* Makes photocopies and faxes material as requested.
* Identifies and understands what resources are available and builds and maintains effective working relationships with a network of systems.
* Understands and appreciates different views, expertise, and experience of others; understands the perspectives and limitations of other individuals and systems.
* Understands and reflects upon own values, cultural/personal style, familial background and how each may impact others.
* Fits pieces of information into a coherent whole and provides backup to departments as needed and/or assists with special projects.
* Participates in the quality improvement process.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Performs other related job duties as assigned.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**QUALIFICATIONS**

**Education and Experience:**

Associate’s degree in related field or equivalent preferred; two (2) years of relevant experience; or an equivalent combination of education and experience.

**Special Qualifications:**

Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated. Requirement exists at the time of hire and as a condition of continued employment.

**Knowledge, Skills and Abilities:**

* Knowledge of filing systems with the ability to maintain diverse types of filing systems.
* Knowledge of the service population’s cultural and socioeconomic characteristics.
* Knowledge of Microsoft Office programs.
* Knowledge of Department operations, policies, and procedures.
* Knowledge of modern office standards, policies, and procedures.
* Skill in time management and organization.
* Skill in the use of computers and software applications related to the essential functions of the job.
* Skill in effective communication, both orally and in writing.
* Skill in the use of various types of office equipment (e.g., copier, fax, multi-line telephone system).
* Strong analytical and problem-solving skills.
* Ability to maintain a positive and reliable attitude concerning all aspects of working in a challenging environment, including significant patience and respect for children and families.
* Ability to demonstrate sensitivity to cultural needs and willingness to serve as a positive member of a working team.
* Ability to persevere in the face of disappointment, hostility, or adverse conditions; use self-motivation to promote a positive attitude and environment.
* Ability to prioritize multiple tasks and projects.
* Ability to work independently with minimal supervision.
* Ability to establish and maintain effective working relationships with other personnel, system partners, and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and printers.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace.  Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527.  Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**DRUG-FREE WORKPLACE**

Partnership for Strong Families maintains and enforces a Drug-Free Workplace program.  New employees are required to be drug tested prior to employment.  In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing.  Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.