

**Board of County Commissioners**  
**HUMAN RESOURCES DEPARTMENT**  
**Hernando County, Florida**

**HR Mission Statement**

*To serve as a source of information and expertise that provides quality customer service for employees and their ever-changing needs. The Human Resources Department accomplishes this by providing support, guidance, and mutual respect to all employees.*

**EMPLOYMENT OPPORTUNITY**

Position:	<b>Paralegal I</b>	Date Issued:	<b>07/13/2020</b>
Job Number:	<b>13337</b>	Date Closed:	<b>07/27/2020</b>
Department:	<b>County Attorney's Office</b>	Salary Minimum:	<b>\$18.90</b>
Division:	<b>County Attorney's Office</b>	Salary Mid-point:	<b>\$24.74</b>

<b><u>Description:</u></b>	Advanced clerical, secretarial, legal assistant work, which includes the operation of numerous computer applications.
<b><u>Requirements:</u></b>	Graduation from an accredited high school or possession of an acceptable equivalency diploma, maintain Florida Registered Paralegal status or Legal Assistant/Paralegal Certification through accredited college. Three (3) years of experience involving legal secretarial duties including the operation of a personal computer, keyboard, or similar data entry equipment, with emphasis in local government law. Must complete a minimum of 30 hours of continuing education every three (3) years pursuant to Chapter 20, Rules Regulating the Florida Bar, Florida Registered Paralegal Program. Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.
<b><u>How to Apply:</u></b>	<b>ALL APPLICANTS MUST COMPLETE THE BOARD OF COUNTY COMMISSIONERS ON-LINE EMPLOYMENT APPLICATION LOCATED AT <a href="http://WWW.HERNANDOCOUNTY.US/HR">WWW.HERNANDOCOUNTY.US/HR</a>.</b>  To apply for this position, please submit a cover letter, resume, employment application, and salary requirements.