



CLASSIFICATION NO. 017
Established: 12/80
Revised: 2/91, 12/07, 9/23
FLSA: Exempt
EEO: 6

LEGAL OFFICE SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, direct and evaluate the work of a legal office support staff; to develop and implement office systems and procedures; to coordinate the operations of a single work section or small office specializing in legal secretarial support; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Legal Office Supervisor coordinates the administrative functions for an office support section with the District Attorney's Office. Positions independently perform the most difficult, advanced level work in support of legal office operations requiring considerable knowledge of legal terminology, processes and procedures, and the court system. Incumbents oversee the daily activities of legal support staff and other specialized legal staff within their assigned unit.

The Legal Office Supervisor differs from the Legal Assistant classifications and Child Support Enforcement Agent classifications which do not have supervisory responsibilities. It differs from the Office Supervisor which does not have responsibilities for supervising specialized legal support staff and functions. It also differs from the Program Supervisor classification which is responsible to administer budgeted funds, grants and contracts for assigned program(s).

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, assigns and schedules the work of assigned personnel; organizes and prioritizes workflow; provides orientation and training in office procedures and policies; manages a case load and/or provides backup support to office staff.
2. Hires and supervises legal office staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; responds to grievances and other union issues; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Receives, investigates and responds to case inquiries and complaints; provides direction to staff on complex technical or procedural issues and difficult case problems; interprets and explains administrative and judicial rules, laws and procedures; reviews work of legal office staff for quality assurance; performs case audits to ensure there is sufficient documentation and correct procedures are followed; researches, develops, recommends and implements

procedural improvements and policy changes; provides feedback to staff; reviews and recommends changes to workflow or processes.

4. Assists manager with administrative duties such as preparing the budget, ordering office supplies and equipment, and developing effective office procedures; interprets department regulations and policies to staff and the public.
5. Prepares a variety of complex legal documents; prepares correspondence, statements, proposed legislation, contracts and interviews for attorneys, investigators, and law clerks from dictation or general instruction.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Policies, functions and procedures of a legal office; court processes and procedures; business English and composition, spelling, punctuation and grammar; legal terms and phrases; basic math; bookkeeping and record keeping procedures; accepted modern office practices; general care and operation of equipment used, its functions and capabilities; principles and techniques of office management; principles and techniques of supervision and instruction; participative management theories.

Skill to: Communicate effectively, both orally and in writing, comprehend and convey oral and written instructions, policies and procedures in a legal office setting; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with the public, staff, clients and personnel of other businesses in a courteous, professional manner; train, instruct and evaluate assigned personnel; operate modern office equipment; accurately type, transcribe and proofread information regarding litigations or other legal proceeding.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an

acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.