

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SUPERVISING LEGAL SECRETARY
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 0079
FLSA STATUS: N
DATE: 03/04 Rev. 2/07
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general direction, supervises legal secretarial and clerical staff; assigns work to staff; trains staff in work processes; manages case files; provides advance journey level support for staff attorneys, investigators, managers, etc.; initiates, processes and records various legal reports and orders; transcribes documents; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Supervising Legal Secretary is a first line supervisor. It is distinguished from Legal Secretary II by its performance of more complex assignments, and the supervision of legal and other clerical support staff. Supervising Legal Secretary is distinguished from Legal Services Supervisor and Office Services Supervisor classifications by the latter's responsibility for having oversight of the business and fiscal functions and of the daily operations of the department.

This classification is comparable in responsibility, complexity and scope of duties to Merit Systems' Office Assistant Supervisor II in that both supervise legal support staff.

SUPERVISION EXERCISED:

Positions in this class provide direct first line supervision to positions within the Legal Secretary series and other clerical staff.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Supervises, plans, coordinates, schedules and evaluates the work of staff responsible for providing legal support and clerical services; participates in the training of staff; participates in the selection of personnel; recommends and/or implements hiring, promotion, discipline, suspension and discharge of assigned employees.
- Coordinates and oversees the activities in the area of assignment by maintaining calendars, scheduling attorney/client meetings or meetings between staff and other groups or organizations, arranging for necessary materials to be available at meetings and arranging business travel for management and professional staff.
- Ensures the efficient operation of the assigned area by coordinating, supervising and reviewing the work of staff and by performing legal secretarial and support duties in order to relieve attorneys and other staff of a variety of procedural details.
- Prepares or assists with the preparation of contracts, resolutions, personnel transactions and other documents, by researching, compiling, drafting and typing in order to maintain efficient administration and operation of the department.
- Organizes and carries out secretarial/support assignments; performs clerical support function unique to the department; researches, compiles and organizes information and data from various sources on a variety of specialized topics related to assigned area; assists in a variety of division operations; performs special projects and assignments as requested.
- Initiates, updates and maintains case files by creating physical and computerized files on new cases and receiving, assembling, sorting categorizing and storing subsequent, case-related materials either physically in a file, or on computer database to ensure that information is current and accessible.
- Creates legal documents, including subpoenas, warrants, petitions, briefs, motions, citations, pleadings and others by typing from transcription, audio tapes, rough draft, oral instruction, dictation or clear copy; reviews drafts for punctuation, spelling and grammar and making corrections to drafts in order to produce final copies of professional work product.
- Oversees computer system software by updating table information and data, training personnel in the use of applications, writing documentation, researching statutes and making necessary system changes, attending meetings related to system operations and serving as liaison with various departments utilizing system software to ensure efficient operations
- Logs reports from various agencies by entering information into the computer, searching for prior offenses, organizing information, forwarding information to appropriate parties and following up, as needed.
- Receives and/or requests discovery and process information by copying reports, requesting further needed information and documenting all actions in order to assist attorneys in case preparation.
- Composes and types letters, memoranda and basic reports, utilizing word processing software, from general instructions or information related to assigned responsibilities; reviews drafts for punctuation, spelling and grammar and suggest/make corrections to drafts; arranges for, or copies, including distributing and filing.

- Serves as contact/resource person for the area of assignment by screening calls, visitors and mail; responds to complaints and requests for information and assistance from the public, County staff and others by interpreting/explaining regulations, procedures, policies, systems, rules; researches and gathers information to provide accurate answers and information; refers more technical questions or issues to appropriate legal staff; ensures follow up to unanswered inquiries.
- May assist in the budget process by providing recommendations and other information to fiscal staff.
- May serve as backup for other positions within the department.
- Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Paging System
Microfiche Machine

Typewriter
Cassette Duplicator
Scanner

General Office Equipment
Transcription Equipment
CLETS System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Graduation from high school or GED. equivalent, AND three years of full time experience providing legal secretarial support that included typing, processing and filing legal documents, calendar coordination and project coordination tasks, or an equivalent combination of experience and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of effective supervision and training.
- Collective bargaining agreement provisions applicable to assigned staff.
- Countywide personnel policies.
- Department policies and procedures.
- Applicable state, federal and local statutes, laws, rules and regulations that apply to the area of assignment.
- Various legal documents and terminology.
- Legal research techniques.
- Modern office procedures, methods and equipment including computer equipment and applications, word processing techniques and programs.

Skill In:

- Supervising, planning, organizing, reviewing and evaluating the work of assigned staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Scheduling and coordinating projects, organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Composing clear and concise correspondence, reports and other written materials.
- Drafting and typing legal documents and correspondence from tapes, clear copy, verbal instructions and handwritten information using a word processor or typewriter at a speed necessary for successful job performance.
- Interpreting and applying, or communicating to others, the policies, procedures, statutes, local rules, laws, codes and regulations pertaining to assigned programs and functions.
- Responding to questions from the public and County personnel regarding policies and procedures for the assigned area
- Establishing and maintaining effective working relationships with internal staff, citizens and other departmental staff in order to give and receive information in a courteous manner.
- Exercising good judgment, applying logical thinking and making sound decisions to accomplish tasks or solve problems.
- Collecting, compiling and filing information and data.

Mental and Physical Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.

- Operate modern office equipment including computer equipment and software programs.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 pounds.

WORKING CONDITIONS:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.