

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: LEGAL SERVICES SUPERVISOR
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 0081 or 0078
FLSA STATUS: N
CREATED DATE: 6/06 Rev. 2/07
BARGAINING UNIT: SEIU or CONFIDENTIAL

JOB SUMMARY:

Under administrative direction, supervises staff and performs a variety of highly complex administrative functions in a legal office including: coordinating work processes; training staff and appraising performance, that may include co-coordinating training seminars for staff attorneys; developing various, complex (often confidential) reports requiring extensive research and gathering of information and/or statistics; maintaining personnel files and generating related paperwork; preparing and/or monitoring contracts and related documents; developing and maintaining various filing systems; assisting in and/or developing policies and procedures; developing the budget and tracking expenditures.

DISTINGUISHING CHARACTERISTICS:

This classification reports directly to the department head, combining the important functions related to the administrative duties with technical expertise in the preparation and processing of legal documents. Incumbents are expected to have a high degree of knowledge of departmental programs, services, organization and objectives sufficient to independently plan, evaluate, coordinate and perform office support and administrative duties. A high degree of independent judgment and discretion is required to coordinate activities within the department or unit and with other agencies, departments and the public. This class is distinguished from the class of Office Services Supervisor in that a significant portion of the duties are directly related to the monitoring of the preparation and processing of legal pleadings for compliance with legal statutes and rules of court, including pleadings received from other agencies within the Justice System.

SUPERVISION EXERCISED:

The Legal Services Supervisor exercises direct supervision over legal support and clerical staff.

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

- Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Oversees the daily office procedures and workflow of the department as well as many of the business functions of the department; assists and relieves the department head of routine administrative details; performs support functions, legal work, fiscal operations, etc., unique to department. Coordinates activities in the area of assignment by maintaining calendars, scheduling attorney/client meetings or meetings between staff and other groups or organizations, making reservations, arranging for necessary materials to be available at meetings, preparing location and arranging business travel for management and professional staff. Reports administrative and/or operational problems to the department head.
- Analyzes and interprets new legislation, codes, mandates, etc., and disseminates information to staff; relays and interprets administrative decisions and instructions; develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.
- Assists with the development the department budget by researching and justifying requests, advising on choices and making recommendations, typing, calculating, and coordinating completion; maintains budget records throughout the year; balances and reconciles budget; and prepares quarterly financial reports; attends budget meetings/hearings.
- Manages all department financial operations; receives, reviews and processes all financial records and transactions, ensuring accuracy and adherence to policy and applies approval; prepares and processes claims, purchase orders and/or vouchers; takes in, accounts for, and issues receipts for money and makes daily or weekly bank deposits. Processes and maintains all confidential employee records and payroll information for the department, including generating personnel transactions, setting up interviews, maintaining filing system, etc.
- Creates legal documents, including subpoenas, 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 makes corrections to drafts in order to produce final copies of professional work product; prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; designs forms for use with current technology; receives, sorts, and summarizes material for the preparation of reports; prepares work

reports; maintains and files confidential and other specialized reports; maintains, reviews, types and processes various documents containing complex legal terminology; composes confidential correspondence and maintains files associated with same; composes and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter and proofs correspondence and related documents of staff.

- Receives and/or requests discovery and processes information by copying reports, requesting further needed information and documenting all actions in order to assist attorneys in case preparation; performs specialized research and statistical work on assigned subjects. Initiates, updates and maintains case files by creating physical and computerized files on new cases; receives, assembles, sorts, categorizes and stores subsequent, case-related materials either physically in a file, or on computer database to ensure that information is current and accessible.
- Maintains contracts which includes monitoring flow of documents, consulting with and advising staff of essential elements of contracts, and managing related filing systems.
- Researches information needed for and administers grants; manages related filing system and billing.
- Oversees computer system software by updating table information and data, training staff in 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.
- Interacts with a variety of high-level individuals, both internally and within the community to provide information and assist in resolving administrative issues.
- Attends a variety of meetings and conferences; takes, transcribes and/or distributes statements, minutes and notes from a variety of sources.
- Takes policy, service and information requests relating to governmental activities and refers to the proper County department for processing; updates and maintains service and information requests through complex record keeping.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Microfiche Machine
Cassette Duplicating Equipment

Typewriter
Paging System
Scanner

General Office Equipment
Transcription Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate 's degree or equivalent from a two-year college or legal secretary training program is preferred; and, five years of progressively responsible experience performing administrative and office duties that included developing and tracking budgets, maintaining confidential personnel information, including three years of legal secretarial experience in a public or private law office involving typing, processing and filing legal documents, calendar coordination and project coordination tasks; or an equivalent combination of training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of effective supervision and training.
- Administrative principles and practices including goal setting and implementation.
- Administration of staff and activities either directly or through subordinate supervision.
- Principles and practices of supervision and training.
- Collective bargaining agreement provisions applicable to assigned staff.
- Countywide personnel policies.
- Various legal documents and terminology.
- Laws, legislation, codes, ordinances, etc. that govern the legal office work.

- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- General accounting processes and procedures.
- County government organization and operations.
- Lease and contract administration.
- Computerized legal research.
- Grant research and administration.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a word processor and personal or on-line computer.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Budget development and management.
- Personnel policies and practices.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Selecting and motivating staff, planning, organizing, assigning, directing, reviewing, evaluating the work of staff and providing for their training and professional development.
- Prepare clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Operating and performing routine maintenance of general office machines.
- Draft and type legal documents and correspondence from tapes, clear copy, verbal instructions and handwritten information using a word processor or typewriter at a speed sufficient to perform the duties of the job.
- Communicating in a clear effectively, both orally and in writing.

Mental and Physical Ability to:

- Interpret and apply, or communicate to others, the policies, procedures, statutes, local rules, laws, codes and regulations pertaining to programs and functions of the department.
- Respond to questions from the public and County staff regarding policies and procedures for the assigned area.
- Establish and maintain effective working relationships with internal staff, citizens and other departmental staff in order to give and receive information in a courteous manner.
- Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.
- Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Rapidly and accurately take and transcribe oral or tape dictation using speedwriting, shorthand, or dictating equipment.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items 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.