



CLASS SPECIFICATION

Class Code: 60000104
Date Established: 1973
Last Reviewed: 07/2023
Last Revised: 08/2023
Last Title Change: 08/2023
FLSA: non-exempt
Probation: 12 months

LEGAL ASSISTANT SUPERVISOR

DEFINITION

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing legal assistant and clerical support services; performs a variety of technical tasks related to assigned area of responsibility; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of legal assistant experience; OR an equivalent combination of related education and experience.

SUPERVISION EXERCISED

Exercises direct supervision over legal assistant and clerical staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Establish schedules and methods for providing legal assistant and related support services; develop, interpret, and apply departmental policies, procedures, rules, and regulations.

Participate in the administration of the assigned budget; prepare and submit requisitions for supplies and materials; monitor expenditures.

Respond to and resolve inquiries and complaints from the public, co-workers, staff or other agencies regarding assigned services and activities; maintain effective public relations when dealing with citizens and other agencies.

Coordinate assigned services and activities with other divisions, outside agencies and organizations, the public and government officials.

Perform the more complex legal assistant activities related to the coordination and processing of legal cases; perform routine legal research. Coordinate the Grand Jury process; prepare and maintain Grand Jury reports.

Codify, edit, and prepare new tables and indexes; approve proof prior to publication; review ordinances prior to submission to County Commissioners for consistency with code format and current updates.

Ensure the efficient operation of and support computer equipment including maintaining directories, archiving, retrieval, and troubleshooting.

Answer and screen telephone calls; provide assistance, information or referral to proper federal, state or local agency; respond to questions regarding general legal information and the County Code.

Attend and facilitate staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

May receive and process payments; perform accounts payable/receivable billing; set up accounts for payment, prepare receipts and balance funds.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Serve as back up to support staff; type and proofread a wide variety of documents; perform general clerical duties, including copying and filing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Countywide and departmental policies and procedures.

Terms and acronyms commonly used in assigned function.

Laws, rules, and regulations that apply to the assigned function.

Jurisdictional practices and format of pleadings and legal forms.

Digital data storage and/or case management systems.

Basic principles and practices of budget administration.

Ability to:

Effectively coach and mentor staff; supervise, organize, and review the work of legal assistant and clerical personnel; select, train, and evaluate staff.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Legal procedures and practices involved in processing and filing a variety of legal documents and in processing the adoption and amendment of local codes.

Operations, services, and activities of a comprehensive legal assistant program.

Legal terminology and the forms and documents used in legal assistant and clerical work.

Methods and techniques of data collection, record keeping and report preparation.

Principles and practices of professional business correspondence, data entry, and documentation to include minute taking and preparation.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette

Modern office procedures, methods, equipment, and software.

Basic mathematical principles.

Numerical, alphabetical, and subject matter filing systems.

Ability to:

Understand and interpret legal and non-legal documents from a variety of sources including law enforcement agencies and officers, attorneys, and courts of varying jurisdiction.

Evaluate operations, including work processes and procedures, to determine effectiveness and efficiency.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Plan and organize work to meet schedules and timelines.

Complete and maintain records and write comprehensive reports.

Verify accuracy and completeness of submitted documents.

Use independent judgment, initiative, and problem-solving skills in the application and follow through of decisions.

Use a variety of computer software.

Type and enter data at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment.

Maintain confidentiality of data and information.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships by working cooperatively with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Typing test may be required at time of interview. Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, calculators, and FAX machines.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.