



CLASS SPECIFICATION

Class Code: 13724
Date Est:
Last Rev: 07/2002
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

LEGAL SECRETARY SUPERVISOR JUVENILE SERVICES

DEFINITION

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for providing legal secretarial 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 secretarial experience; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

Possession of valid driver's license at time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over specialized secretarial and clerical staff.

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

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

Participate in the selection of assigned staff; provide or coordinate staff training in work methods, techniques and the use and operation of equipment.

Plan, prioritize, assign, supervise and review the work of staff responsible for providing legal secretarial and related support services and activities; approve sick leave and vacations for employees.

Review work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards. Ensure the effective, efficient and timely completion of all work assignments.

Conduct performance evaluations for assigned staff; work with employees to correct deficiencies; implement discipline, grievance and conflict resolution procedures when necessary.

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.

Perform the more complex legal secretarial support activities related to the coordination and processing of legal cases; perform routine legal research. Maintain records and prepare special and periodic reports. Manage records retention.

Receive, process court fees, fine, Board and Care fees, and other monies; perform accounts payable/receivable billing; set up accounts for payment, prepare receipts and balance funds.

Answer and screen telephone calls; provide assistance, information, or referral to proper Federal, State, or local agency; respond to questions regarding general information.

Operate a full range of modern office machines and equipment including computers, word processors, typewriters, printers, copiers, calculators, and FAX machines.

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

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:

Departmental policies and procedures.

Terms and acronyms commonly used in assigned function.

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

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

Word processing systems and other computer software programs utilized by the department.

Ability to:

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.

Supervise, organize, and review the work of legal secretarial personnel.

Select, train, and evaluate staff.

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 of supervision, training, and performance evaluation.

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

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

Accounting and bookkeeping methods, practices, principles, procedures, and their application to a variety of accounting transactions.

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

Methods and techniques of business letter writing.

Principles and techniques used in dealing with the public.

Modern office procedures, methods, and equipment.

Word processing methods, techniques, and programs.

Practices used in minute taking and preparation.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic mathematical principles.

Numerical, alphabetical and subject matter filing systems.

Skill to:

Operate modern office equipment including computer equipment.

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

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.

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 on decisions.

Work cooperatively with other departments, County officials and outside agencies.

Maintain confidentiality of data and information.

Effectively train staff in the performance of their duties.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer and a variety of software packages.

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

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to type a minimum of 50 net words per minute with 95% accuracy rate. Ability to lift and move objects weighting up to 25 lbs. Ability to use modern office equipment including computers, telephones, calculators, copiers, 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.

Approved WERCCS Job Evaluation Committee

Date July 2002