



## CLASS SPECIFICATION

Class Code: 60019177  
Date Established: 07/2022  
Last Reviewed: 02/2024  
Last Revised: 02/2024  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### LAW OFFICE COORDINATOR

#### **DEFINITION**

Under general direction, plans, coordinates, and directs the administrative support functions of the department; provides advanced level administrative support to management; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in business administration, public administration, criminal justice, or closely related field AND three years of experience in a legal field, one of which included supervisory responsibility; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

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

Manage the daily administrative support functions of the department; collaborate with management and staff to plan, organize, coordinate, direct and/or conduct administrative and/or management studies to include research, analysis and troubleshooting on various administrative and operational issues; develop and implement recommendations to create efficiencies and support department objectives.

Perform legal secretarial duties for increasingly complex, high profile and/or death penalty cases; coordinate with Legal Assistant Supervisors on staffing including coverage, workflow, management of cases, and internal staffing issues.

Develop, implement, and manage various department programs and projects for the department; coordinate with internal and external stakeholders on department objectives; provide training and guidance to staff to meet program goals and objectives.

Develop recommendations on department policies and procedures by researching current and best practices; collaborate with management and staff to support informed decision making and ensure the department is in compliance with applicable regulations.

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

Perform a variety of complex administrative duties for management; represent management/administration at meetings or on committees as assigned; prepare correspondence, comprehensive reports, summaries, and presentations; compile data and statistics to develop a variety of resource materials and reporting tools.

Develop and monitor assigned budget(s) including recommending and monitoring expenditures for designated accounts, reviewing financial condition of assigned programs, and recommending/initiating corrective action to ensure financial integrity.

Serve as liaison/administrator with district court and justice courts to implement programs and process changes resulting from any bench bar meetings, supreme courts rules, statutory changes, and local ordinances.

Coordinate and oversee assigned projects, services and activities with other programs, divisions, departments, external agencies/organizations; ensure compliance with relevant local, state, and federal guidelines.

Research, negotiate, and monitor assigned contracts and agreements with outside suppliers, service providers, leasing agents and others; ensure work is performed in compliance with contracts and agreements.

Oversee the utilization of department software by coordinating implementation, training staff in proper use and application, assisting problem resolution at the user level or contacting Technology Services; monitor operations to ensure that systems, methods, and procedures are used correctly and efficiently.

Ensure that assigned staff performs assignments in a safe and prudent manner, which does not expose them, or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

#### **Knowledge of:**

Departmental policies and procedures.

Organizational structure and functions of Washoe County.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to area of assignment.

Jurisdictional practices and format of pleadings and legal forms.

Digital data storage and/or case management systems.

#### **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.

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

#### **Knowledge of:**

Principles and practices of supervision including motivating and coaching employees, training, performance management, and progressive 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.

Principles program and project planning and evaluation.

Principles of general office management.

**Ability to:**

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

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

Plan and organize work to meet schedules and timelines.

Write business correspondence, memoranda, narrative reports, and other documents in a clear and concise manner.

Develop and deliver effective written and verbal presentations.

Effectively collaborate with management and staff to support department objectives.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Communicate clearly and concisely, both verbally and in writing.

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

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

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, 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.*