LEGAL SECRETARY SUPERVISOR

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.

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.

Conduct performance evaluations for assigned staff; coach and mentor 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, the public and government officials.

Perform the more complex legal secretarial support 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 word processing 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.

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.

Effectively coach and mentor staff; 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.
Basic principles and practices of budget administration.

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, equipment and software.

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.

Use personal computers and software applications.

Maintain confidentiality of data and information.

Assist in budget administration and monitoring.

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 standard office environment.

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