

LEGAL\_OFFICE\_SERVICES\_MANAGER

DEFINITION

Under direction, manages and administers legal office support and secretarial staff and diverse legal activities for multiple functional areas or units; performs related work as assigned.

DISTINGUISHING\_CHARACTERISTICS

This class provides second level supervision for diverse legal activities of multiple functional areas or units through full first-line supervisors and lead staff. In addition to planning, organizing, supervising and reviewing the work of subordinate staff, this class normally has responsibility for specified administrative or managerial functions such as accounting, contracts, grants, personnel, budget and purchasing.

EXAMPLES\_OF\_DUTIES (Illustrative Only)

- Plans, organizes, manages and reviews diverse legal office and legal secretarial general administrative support activities through subordinate supervisors and lead staff.
- Coordinates legal activities and services with those of other divisions, County departments and outside agencies to meet the needs, goals and objectives of the unit; assists in setting such goals and objectives.
- Develops and implements procedures for and directs administrative activities such as personnel selection, coordinated records management and storage, word processing, copy reproduction, clerical processing and related activities.
- Researches operational and administrative problems, evaluates alternatives, recommends solutions, and implements adopted changes.
- Supervises and reviews the work of subordinate supervisory and legal office support staff; trains staff in specific departmental and unit policies and procedures.
- Evaluates employee performance and effectively recommends employee selection, initial disciplinary action and other personnel activities.
- Provides for the training and development of assigned staff.

- Answers inquiries, provides information and resolves complaints from the public or employees regarding assigned functions and activities, which often requires the use of judgment and the interpretation of policies, rules and procedures.
- Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.

#### QUALIFICATIONS

##### Knowledge\_of:

Office management practices and procedures, including work planning and organization, supervision and employee training and discipline.

Office practices, including records management and the operation of standard office equipment.

Legal documents, forms, format, terminology and procedures.

Basic principles and practices of public administration.

Applicable laws, ordinances, rules and regulations.

Business data processing principles, including the operation of personal or on-line computer systems.

Business letter writing and the proper form for typed materials.

##### Skill\_in:

Analyzing operational and administrative problems, evaluating alternatives and reaching sound conclusions.  
Planning, assigning, supervising, reviewing and evaluating the work of others.

Training staff in work procedures.

Reading and interpreting rules, policies and procedures.

Organizing, prioritizing and delegating work and coordinating multiple activities and meeting critical time deadlines.

Using initiative and sound independent judgment within general policy guidelines.

Researching, compiling and summarizing a variety of informational materials.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other\_Requirements:

Must possess a valid California driver's license.

Desirable\_Education\_and\_Experience:

A typical way to obtain the knowledge and skills outlined above is:

EITHER one year of supervisory experience OR two years of lead experience over varied legal or court office support staff and activities.