



County of Humboldt  
Human Resources/Risk Management  
825 5<sup>th</sup> Street, Room 100  
Eureka, CA 95501

**Date:** July 30, 2019

**To:** William Honsal, Sheriff

**From:** Human Resources Department

**Subject:** Classification Review Request - Deallocating the Legal Office Services Supervisor position and allocation of a Legal Office Services Manager position in budget unit 221

Based on the information provided in your request and Human Resources discussion with the Sheriff's Department, Human Resources recommends the proposed allocation of a Legal Office Services Manager position would appropriately meet the needs outlined in the Classification Review Request dated July 22, 2019. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Legal Office Services Manager position (salary range 401, class 0133) in budget unit 221 effective (either immediately, beginning of the bi-weekly pay period following approval or specific date). *(4/5 vote required)*
- "Approve the deallocation of the Legal Office Services Supervisor position (salary range 380, class 1150 in budget unit 221). *(4/5 vote required)*

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachment: Classification Review Request from the Sheriff's Department – dated July 22, 2019  
Job specification for Legal Office Services Supervisor  
Job specification for Legal Office Services Manager  
Organizational Charts – Legal Office Assistant Reporting Structure

cc: Regina Fuller, Deputy Director Sheriff's Administration  
Justin Braud, Undersheriff

**CLASSIFICATION REVIEW REQUEST**

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Human Resources prior to the effective date of the new allocation.

*NOTE: This form should not be used for audits of existing positions or new job classifications.*

Department: Sheriff's Department Date: July 22, 2019

Division/Unit/Location of new position: Records Department

Name of contact person: Regina Fuller

Position status (check one) Regular  Grant  Other

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated Start date: \_\_\_\_\_ Duration of grant: \_\_\_\_\_

FTE of new position: 1.0 (existing position) Budget unit: 221

Name and title of person supervising this position:  
Ernie Stewart, Lieutenant

Name and title of anyone currently in your department performing the same or similar duties:  
None

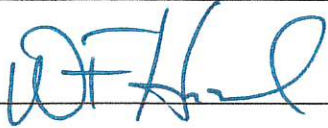
Please list the primary duties of this position:

Manages all aspects of the records division for the Sheriff's department. This includes management of the RIMS database system and acting as a liaison with the courts, DA's office, other law enforcement agencies, public records requests and other county or public agencies that need access to law enforcement records. Develops and updates policies around records release, retention, and destruction.

Has oversight of all Legal Office Assistants at records, civil, coroner's office, and 2 outstations, including hiring selection, training development, performance appraisals, and scheduling.

Add any additional information, which might be useful for this review: This request is to reclass the Legal Office Services Supervisor, Melva Paris, to a Legal Office Services Manager. The Sheriff's Department has re-organized the Legal Office Assistant reporting structure to bring it all under one person. Historically the Supervisor only managed the records division at the main station. With this reorganization, the Supervisor is now responsible for the records management and personnel at the civil

division, coroner's office and outstations. This reorganization has changed the scope of responsibility from 1 division and 4 personnel to 5 divisions and 9 personnel.

Department head signature  Date: 7/22/19



**Legal Office Services Supervisor**

Class Code:  
1150

Bargaining Unit: AFSCME - Supervisory

COUNTY OF HUMBOLDT  
Established Date: Aug 1, 1990  
Revision Date: Oct 31, 2017

**SALARY RANGE**

\$19.88 - \$25.51 Hourly

**DEFINITION:**

Under direction, supervises legal office support in either a single specified or multiple related functional areas; provides difficult or specialized legal office support to various County offices; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the first full supervisory level in the legal office support series, responsible for planning, organizing, supervising and reviewing the work of a group of legal office and/or related support employees. The work also includes performance of difficult, complex or specialized legal office support work. This class is distinguished from Legal Office Services Manager, which is the second supervisory level over a variety of staff and functions.

**EXAMPLE OF DUTIES:**

- Supervises and directs legal office and/or related support staff and activities.
- Plans, schedules, assigns, reviews and performs legal office support work such as reading and processing legal documents and collecting appropriate files, recording and entering legal information, and other clerical processing activities.
- Trains assigned staff in general and legal office procedures and specific departmental and unit policies and procedures.
- Evaluates employee performance and effectively recommends employee selection, initial disciplinary action and other personnel actions.
- Determines work schedules and authorizes leaves, ensuring the timely completion of all work.
- Answers inquiries, provides information and resolves complaints from clients, the public or employees regarding the function and activities of the work unit that may require the use of judgment and the interpretation of policies, rules and procedures.
- Develops, recommends and implements improved operating procedures, forms and work processes; may assist with the development and administration of the departmental budget.
- Compiles operational and statistical data and information, maintains various records and prepares special and periodic reports.
- Performs difficult or complex legal office support work and assists with special office projects as assigned.
- Reads and processes various legal documents such as court calendars, court orders, booking slips, probation reports, criminal records, arrest warrants, referrals and other legal information for maintaining records; may issue marriage licenses, fictitious business name and other documents.
- Reviews legal documents, arrest or incident records, files and cases to identify inaccurate, inconsistent and unclear codes, data and other information; notifies appropriate staff and may participate in resolving problem situations; checks court and legal documents for proper authorization and obtains missing signatures.
- May plan, assign, supervise and review the work of general office or fiscal support staff involved with duties related to the work such as collecting and processing fines and restitution monies.
- Compiles data from multiple sources to complete and process legal forms, documents and reports in accordance with established procedures.
- Establishes and maintains office and case files; researches and compiles information from such files; closes and purges files according to established procedures.

**QUALIFICATIONS:****Knowledge of:**

- Supervisory principles and practices, including work planning, scheduling, review and evaluation, and employee training and discipline.
- Office management practices and procedures, including records management and the operation of standard office equipment.
- Legal documents, forms, terminology and procedures.
- Policies and procedures related to the department to which assigned.
- Business data processing principles and the use of word processing or computer equipment.
- Basic budgetary principles and practices.
- Business letter writing and the standard format for typed materials.
- Correct English usage, including spelling, grammar and punctuation.
- Business arithmetic, including percentages and decimals.

**Skill in:**

- Planning, assigning, supervising, reviewing and evaluating the work of others.
- Training others in work procedures.
- Reading and interpreting rules, policies, procedures and legal and court documents. Organizing, researching and maintaining office files.
- Composing correspondence independently from brief instructions.
- Using initiative and sound independent judgment within Established guidelines. Organizing and prioritizing work, meeting critical deadlines and following-up on assignments with a minimum of supervision.
- Dealing tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socio-economic backgrounds.
- Operating standard office equipment, including a word processor, computer terminal and centralized telephone equipment.
- Analyzing and resolving varied office administrative problems.

**Other Requirements:**

Specified positions may require possession of a valid California driver's license. Specified positions may require being able to pass a detailed background review.

**Desirable Education and Experience:**

A typical way to obtain the knowledge and skills outlined above is: Three years of experience providing office support in a legal or court setting.



### Legal Office Services Manager

Class Code:  
0133

Bargaining Unit: AFSCME - White Collar

COUNTY OF HUMBOLDT  
Established Date: Aug 1, 1990  
Revision Date: Oct 31, 2017

#### **SALARY RANGE**

\$22.08 - \$28.33 Hourly

#### **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.

#### **EXAMPLE OF DUTIES:**

- 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.