



TITLE: LEGAL SECRETARY SUPERVISOR-PROBATION

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under general direction, provides a variety of specialized legal secretarial, and administrative duties on behalf of designated supervisory, managerial, or administrative positions; to supervise the legal office support staff; and performs other complex duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Provides supervision, work direction, guidance and training to assigned staff.

CLASS CHARACTERISTICS

This position is the supervisory-level class in the Legal Secretary series. Incumbents are responsible for planning, organizing, supervising, and reviewing the work of legal secretary staff and/or related support employees in the Probation Department. This class is distinguished from the Legal Secretary III classification in that it provides the more difficult legal secretarial duties, which involve considerable independent judgment and provides supervision to assigned lower-level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Recommends and assists in the implementation of goals and objectives; assists in establishing schedules and methods for providing clerical office support; implements policies and procedures.
- Plans, prioritizes, evaluates, assigns, supervises, trains and reviews the work of assigned staff.
- Evaluates operations, activities, and responsibilities of assigned personnel; recommends improvements and modifications.
- Participates in the selection of staff; provides or coordinates staff training.
- Performs the more complex, technical, difficult and/or specialized legal office support work within the department and performs the full range of legal office support duties of assigned subordinates on a relief or day-to-day basis.
- Researches and/or compiles statistical data, maintains records, and operational information from a variety of sources for periodic reports regarding operations and activities.
- Communicates and meets with management on assigned staff issues, evaluates and implements new policies and procedures.
- Prepares, processes, verifies, and reviews forms, schedules, records, reports, lists,

and other legal documents for completeness and conformance with established regulations and procedures.

- Monitors the progress of documents through the judicial process to ensure their timely and proper processing.
- Types, formats, and proofreads a wide variety of legal correspondence, reports, letters, and memoranda such as petitions; types from rough drafts, verbal instructions, or transcribing machine recordings; transcribes taped interviews; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.
- Composes letters or other correspondence.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; directs callers to appropriate County staff.
- Performs a wide variety of general clerical duties to support departmental/divisional operations; including filing, preparing records and monthly reports, , and ordering and maintaining office and other related supplies.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required; establishes and maintains complex files related to criminal and civil cases.
- Coordinates travel arrangements and accommodations for staff; submits all related paperwork.
- May coordinate special projects that vary depending on department to which assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of legal office support;
- Principles and practices of supervision, training and performance evaluations; business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources;
- Office administrative practices and procedures;
- Principles of records management;
- Organization and function of public agencies, including the role of elected and appointed boards and commissions;
- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned;
- Legal terminology and court protocol and practices;
- Modern legal filing systems and procedures;
- Criminal and civil court procedures;
- Modern office administrative and legal secretarial practices and procedures, including the use of standard office equipment;
- Business letter writing and the standard format for reports and correspondence;
- Principles and practices of data collection and report preparation;
- Business arithmetic and basic statistical techniques;

- Computer applications related to the work, including word processing, database, and spreadsheet applications;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work;
- Record keeping principles and procedures.

Ability to:

- Supervise assigned staff;
- Provide training to all assigned staff on new procedures;
- Handle assigned staff issues/conflicts in a professional and calm manner;
- Handle a high volume and stressful workload;
- Exercise sound, independent judgment within general procedural guidelines;
- Perform responsible legal secretarial support work with accuracy, speed, and minimal supervision;
- Prepare accurate reports, legal documents and technical correspondence;
- Provide varied, responsible legal secretarial, and office administrative work requiring the use of tact and discretion;
- Learn and understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities;
- Learn, interpret, and apply administrative and departmental policies and procedures;
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions;
- Compose correspondence and reports from brief instructions;
- Organize, maintain, and update office database and records systems;
- Make accurate arithmetic, financial, and statistical computations;
- Enter and retrieve data from a computer with sufficient speed and accuracy;
- Take notes rapidly and accurately transcribe own notes;
- File materials alphabetically, chronologically, and numerically;
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with minimum direction;
- Operate modern office equipment including computer equipment and software programs;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations;
- Maintain high personal standards of ethics and integrity;
- Maintain significant flexibility in daily operations and decision making;
- React calmly and professionally in emergency, emotional, and/or stressful situations;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by education and/or training in secretarial skills or relevant computer software applications programs and two (2) years of Legal Secretary III experience, or

equivalent experience to that of a Legal Secretary III which includes experience in a lead capacity.

- One (1) year of supervisory experience.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- May be required to possess a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and copier; strength stamina, and mobility to perform light to medium physical work including transporting mail, supplies, filing, operating a motor vehicle and visiting various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data manually, as well as using a computer keyboard, typewriter keyboard, or calculator, to set up and file various data and records, and to operate standard office equipment. May require extensive keyboarding and data input including the use of a mouse or computer pointer device. Positions in this classification occasionally bend, carry, stoop, squat, twist, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employee maybe subject to irregular working hours and moderate stress due to deadlines.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**