

CLASS SPECIFICATION

Yuba County

May 2006

CLASS TITLE: Supervising Legal Office Assistant

FLSA STATUS: Non-exempt

JOB SUMMARY:

Supervises legal office support staff and activities in a single specified office support area; provides difficult, technical or specialized office support to various County offices; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the first full supervisory level in the legal office support series, responsible for planning, organizing, supervising, reviewing and evaluating the work of a group of legal office support employees. The work also includes performance of difficult, technical, complex or specialized office support work and may include additional specified project or program responsibilities, depending upon the department to which assigned.

EXAMPLES OF DUTIES:

Essential:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned legal office support staff.
- Recommends selection of staff; trains staff in general office and County or departmental procedures and specific departmental and unit policies and procedures.
- Evaluates employee performance, counsels employees, recommends initial disciplinary action and other personnel decisions.
- Determines work schedules and authorizes leaves, so as to ensure the effective, efficient and timely completion of all work.
- Provides input into budget and goal setting processes.
- Performs complex, technical, difficult and/or specialized office support work related to the department to which assigned.
- Answers inquiries, provides information and resolves complaints from the public or County employees regarding the function and activities of the work unit. Uses judgment in interpretation and application of policies, rules and procedures.
- Develops, recommends and implements improved operating procedures, forms and work processes.
- Researches and compiles operational and statistical data and information from varied sources; maintains records and prepares special and periodic reports.
- Ensures that office administrative details, such as supply inventory, equipment purchase and maintenance, board, commission and committee support and relief coverage are attended to.
- Performs the full range of office support duties of the assigned subordinates on a relief or day to day basis.
- Develops and recommends improved policies, procedures upon approval and work procedures, trains staff and implements.

Important:

- Must have specific project or program responsibilities, such as telephone service coordination, depending upon the department to which assigned.
- May drive a personal or County motor vehicle in order to attend meetings.

QUALIFICATIONS:

Knowledge of:

Principles and practices of employee supervision, including selection, work planning, organization, performance review, evaluation, employee training and discipline.

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

Policies and procedures of the department to which assigned.

Applicable laws, codes and regulations.

Business arithmetic.

Office administrative practices and procedures.

The use of specified computer applications involving word processing, data entry and/or standard report generation.

Correct business English, including spelling, grammar and punctuation.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of others.

Training others in policies and procedures related to the work.

Interpreting and explaining rules, policies and procedures.

Analyzing and resolving varied office administrative problems.

Compiling and summarizing information and preparing periodic or special reports.

Preparing clear and concise reports, correspondence and other written materials.

Using initiative and independent judgment within established procedural guidelines.

Organizing own work, setting priorities and meeting critical deadlines.

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

Dealing successfully with the public, in person and over the telephone.

The ability to input varied data into a computer database system with speed and accuracy.

Typing at a net rate of 50 words per minute

Physical Demands:

- Mobility to work in a typical office setting and use standard office equipment and to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Strength to lift files weighing up to 25 pounds.
- Hearing and speech to communicate effectively in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Specified positions may require working evening, night, weekend and holiday shifts and may require ability to pass a detailed background investigation.
- Specified positions may require exposure to potentially difficult or dangerous individuals.
- Generally a typical office environment.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

Background: The minimum and preferred qualifications for this position are described below:

Minimum: Equivalent to graduation from high school and four years of clerical, secretarial or office support experience in a court or legal office.

Preferred: In addition to the above, additional college level related education and additional years of experience as previously described and/or additional experience of county work equivalent to the County's class of **Legal Office Assistant**. Experience in directing the work of others is desirable.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Initials: _____
Date: _____

Iva Seaberg

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Personnel Initials: _____
Date: _____