

**OFFICE OF THE ATTORNEY GENERAL
DIVISION OF OPERATIONS
LEGAL SUPPORT OPERATIONS
SACRAMENTO LEGAL OFFICE
DUTY STATEMENT**

NAME:

JOB TITLE: Legal Support Supervisor I

POSITION NUMBER: 420-031-1277-

STATEMENT OF DUTIES: Under the direction and supervision of a Legal Support Supervisor II (LSS II) and as member of a legal support secretarial team, incumbents supervise the work of a legal secretarial support staff providing legal support services to a large professional staff of attorneys and paralegals. Incumbents may perform responsible legal secretarial work in addition to supervision of a legal support team.

SUPERVISION RECEIVED: Directly supervised by the Legal Support Supervisor II, Legal Support Operations, and the general direction of the Staff Services Manager I.

SUPERVISION EXERCISED: Approximately 8 to 15 legal secretaries and possibly other support staff.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS: While performing assigned duties, the LSS I may be required to walk for extended periods of time to assist team members and professional staff. He/she may also be required to sit for extended periods of time to operate a computer terminal and transcribe tapes from a transcribing machine and stand to photocopy and assemble documents. The LSS I works in an interior workstation. He/she must have the ability to lift up to 20 pounds.

ESSENTIAL FUNCTIONS:

- 50%** Directly supervises, plans, organizes, and coordinates the activities of a team of legal secretaries and possibly other support staff providing a variety of secretarial services to a professional staff of attorneys and paralegals; establishes and maintains positive working relationships and effective communication between professional and support staff. Maintains attendance records, approves absences, overtime and leave usage requests. Prepares probationary reports and annual performance appraisals for employees. Initiates, prepares, reviews, recommends appropriate personnel actions, and participates in corrective interviews as needed. Recruits, reviews, interviews, and recommends the hiring of new employees. Provides orientation and/or training for new employees. Attends and conducts team meetings.

- 25%** Participates and works with the LSO Legal Specialist in developing and implementing all aspects of support staff day-to-day, hands on training functions to ensure successful

implementation and completion of continuous learning efforts.

Maintains ongoing communications by facilitating/participating weekly (or bi-weekly) meeting with the LSO Legal Specialist Team to identify new ideas and explore modern approaches to learning. Seeks feedback, concerns and suggestion for staff improvement from LSO Legal Specialist Team to effectively guide and mentor LSO staff.
May perform difficult and responsible secretarial and other duties for one or more attorneys or other professional staff.

- 15%** Establishes and maintains standardized procedures for preparation of all legal documents and correspondence. Answers a variety of inquiries from professional and support staff on procedural aspects of processing legal actions. Informs secretarial staff of changes in policy and procedures. Makes recommendations to LSS II or Staff Services Manager I on team secretaries' MSAs and promotions.

MARGINAL FUNCTIONS

- 5%** Researches, responds to inquiries, and performs ongoing and special projects as delegated by the Legal Support Supervisor II or Staff Services Manager I.
- 5%** May substitute, on a rotating basis, during Legal Support Supervisor II absences, if applicable. Assists and, if necessary, backs up secretarial team members, and peer supervisors, in the performance of secretarial duties during their absences.

*I have read and understand the essential functions and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation.
(Refer to the Essential Functions Health Questionnaire, STD. 910.)*

Employee's Name (Print) Date

Supervisor's Name (Print) Date

Employee's Signature Date

Supervisor's Signature Date