

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
DUTY STATEMENT – SAN FRANCISCO**

NAME: Vacant

JOB TITLE: Legal Support Supervisor I

POSITION NUMBER: 420-033-1277-xxx

STATEMENT OF DUTIES: As a member of a legal support secretarial team, incumbent supervises the work of legal secretarial and clerical 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 5 to 15 legal secretaries/senior legal typists 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 in a smoke-free environment. He/she must have the ability to lift up to 25 pounds.

ESSENTIAL FUNCTIONS:

40% 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.

Operates and uses modern office methods, supplies and equipment, which includes personal computers and law related software programs, printers, telecommunication equipment, calculators, scanning, photocopy and fax machines.

Maintains attendance records, approves absences, leave usage requests and makes recommendation for overtime. 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.

30% Responsible for various administrative duties, including team/floor rosters.

May perform difficult and responsible secretarial and other duties for one or more attorneys or other professional staff. Assists and, if necessary, backs up secretarial team members in the performance of secretarial duties, and peer supervisors in the performance of administrative duties during their absences.

20% Establishes and maintains standardized procedures for preparation, formatting, storing and managing all legal documents and correspondence. Serves as a legal support team expert in the use of ProLaw and other office wide used programs. 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 Legal Office Administrator on team members' 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 Legal Office Administrator.

5% May substitute, on a rotating basis, during Legal Support Supervisor II absences, if applicable.

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 Name (print)

Supervisor Name (print)

Employee's Signature

Supervisor's Signature

Date

Date