

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

NAME: Vacant

JOB TITLE: Legal Support Supervisor I -Docketing

POSITION NUMBER: 420-035-1277-xxx

STATEMENT OF DUTIES: Plans, organizes, trains and coordinates the activities of a team of employees performing a wide variety of duties within the Docketing Unit for both legal and legal support personnel. The LSSI is responsible for decision-making required to identify, categorize and docket a large and diverse variety of legal documents that are filed at all levels of federal and state courts requiring a high level of detailed knowledge of the judicial process.

SUPERVISION RECEIVED: Under the general direction of the Office Manager, Staff Services Manager I, and direct supervision of Legal Support Supervisor II.

SUPERVISION EXERCISED: Supervises all activities of a support services team of five to fifteen staff who provide docketing support services to the Office of the Attorney General legal divisions. Docketing support services includes processing several hundred different types of legal documents including reviewing the documents and processing them into the Office of the Attorney General's docketing and ProLaw case management system.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the LSS I may be required to perform tasks that require bending/stooping, carrying/lifting up to 40 lbs., climbing, reaching/twisting, kneeling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone. The ability to concentrate and discern either written or verbal instructions, directives and/or court rules in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks is a day-to-day expectation.

TYPICAL WORKING CONDITIONS: Office occupies several floors of a high rise building. Floors are carpeted or vinyl covered. The department is a smoke free environment. LSS I is housed in either window or window-less space at either an individual desk or cubicle. More than one LSS I or support staff may be assigned to the same space.

ESSENTIAL FUNCTIONS

30% Direct supervision of clerical staff performing records management functions for Civil, Criminal and Public Right Divisions in the office through the use of an automated case management system.¹ Records management functions include the interpretation of legal documents for purposes of accurately coding and tracking legal documents in the case management system. Plans, organizes and coordinates the activities of the docketing staff. Manages closed case files in accordance with records disposition schedules. Processes files for storage at the State Records Center and maintains closed case file tracking systems which track case information and retention schedules.

¹The current case management system is ProLaw Matter Management System. The Docketing Unit staff also accesses other case management systems, including Excel databases and historic mainframe databases, including the ACIS system.

