

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
SACRAMENTO -DUTY STATEMENT**

NAME:

JOB TITLE: Legal Support Supervisor II

POSITION NUMBER: 420-031-1278-

STATEMENT OF DUTIES: Directs and coordinates the activities, through Legal Support Supervisors I, of staff who provide legal support, executive support, clerical, and related general office services to a large staff of attorneys, paralegals, executive staff, and other professionals.

SUPERVISION RECEIVED: Under the general direction of the Office Manager and the immediate supervision of the Supervisor I.

SUPERVISION EXERCISED: Approximately 2 or more Legal Support Supervisors I, a staff of 25 to 35 Legal Secretaries, and clerical support staff.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

- 50%** Plans work and set expectations for subordinate supervisors. Oversees their performance and evaluates their ability to perform. Coach and mentor subordinate supervisors in planning and organization, conflict management, customer service, basic supervision, workplace violence prevention, sexual harassment prevention, ethics, hiring, disciplinary procedures and developing others. Plans, organizes, and assigns legal secretarial teams and clerical staff in providing legal and clerical services to the legal staff. Supervises the planning and flow of work; assigns and reassigns staff to meet changing workload conditions; plans, reviews, evaluates, and recommends changes of operating procedures and through subordinates directs their implementation, including preparation of manuals, and performs a wide variety of administrative duties to maintain the support functions of a large legal office.

- 25%** Disseminates changes in policy and procedures to support staff on a regular basis; holds team/staff meetings on a monthly basis and meets with attorney staff to discuss the

support staff's efforts to provide quality service. Perform ongoing special projects and reports as delegated by the Supervisor I, Regional Office Manager or Statewide Manager, such as career counseling, training, and coordination of office events. Oversees preparation of employee action checklists and collaborates with Business Services Units on office moves, telephones, facilities and equipment needs and office equipment maintenance and contracts.

15% Recruits and hires support personnel, including subordinate supervisors. Assures that support employees receive adequate training and monitors continuing training efforts. Approves probationary reports of performance and takes or recommends appropriate personnel actions; counsels employees; and approves individual development plans.

MARGINAL FUNCTIONS

5% Assists the Supervisor I, Regional Office Manager or Statewide Manager in preparing budget materials; monitors precautionary measures regarding safety as directed by office policy.

5% May substitute, on a rotating basis, during Supervisor I's absences, if applicable.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date