

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
SAN DIEGO
DUTY STATEMENT**

NAME:

JOB TITLE: Supervisor II

WORKING TITLE: Office Manager

POSITION NUMBER: 420-037-4801-002

STATEMENT OF DUTIES: The Supervisor II (Office Manager) (OM) manages large law office operations and directs staff providing facilities management, business operations, office support services and specialized legal support services. Serves as the law office's primary administrative point of contact with the attorneys and paralegals in the Office of the Attorney General, the legal division managers, the Division of Administrative Services managers, the courts, opposing counsel, public and private law offices, law office vendors, Department of General Services Real Estate Services Division and emergency support personnel including police, fire departments, DOJ security and the California Highway Patrol.

SUPERVISION RECEIVED: Under the direction of the Manager II (LSO Manager – Southern CA), and general direction of the Director of the Office of Legal Support Services.

SUPERVISION EXERCISED: Through subordinate supervisors, provides supervision to a large and diverse group of analytical, technical, and specialized legal support staff responsible for a broad range of staff services and functions for managing a large law office including: a full array of human resources functions, facilities management, budgeting management, health and safety, security, contracts/purchasing, records management and docketing, legal secretarial, and legal support.

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:

40% Provides management and policy direction on a wide range of administrative activities including, but not limited to: human resources – position allocation, recruitment, testing, selection, training and development, performance evaluation, progressive discipline, workers' compensation, and workload allocation; business services – purchasing, and telecommunications; specialized legal support services - legal secretarial, clerical services and docketing services. Oversees organizational development, implementation of service delivery systems for each section, participates in strategic planning efforts and advises the Manager II and the Director of the Office of Legal Support Services on issues related to the full range of staff services functions.

30% Manages facilities operations, including lease negotiation, space and site planning, construction project management, design, and allocation, liaison with Department of General Services Building Managers and Real Estate Services Division, work station configuration and assignment, remodeling, alterations and renovations, office moves, security, storage, digital print operations, reception service, telecommunications, and courier/mail/messenger services. Ensures facility remains safe and secure, and well maintained.

20% Manages law office budget by monitoring operating expenditures, including travel, training, and equipment; approving requests for expenditures; recommending new and/or revised budget allocations; preparing budget change proposals and capital budget change proposals for facilities additions and alterations; employs cost-benefit analysis in reviewing financial requests and expenditures; examines past and current budgets to evaluate proposals in terms of the office's priorities and financial resources; provides.

10% Keeps abreast of current trends and issues of law office management, including: legal industry practices, law office trends, law office human resources issues and trends, facilities and space design, facilities related compliance requirements such as ADA compliance and Fire and Life Safety Code compliance, telecommunications, purchasing, mail/printing services, records management.

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 Printed Name

Supervisor's Printed Name

Employee's Signature

Date

Supervisor's Signature

Date