

Supervisor I – Assistant Office Manager
Updated: 1/2026

**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 I

WORKING TITLE: Assistant Office Manager

POSITION NUMBER: 420-037-4800-001

STATEMENT OF DUTIES: In the Division of Administrative Services, Legal Support Operations (LSO), under the supervision of the Supervisor II, the Supervisor I plans, manages, and directs staff providing legal support services to executive, attorney, paralegal, and other professional and administrative staff. Interfaces with legal division management and senior attorney staff in a variety of practice areas to resolve sensitive, confidential, complex and high impact policies to ensure mission critical work is anticipated, planned, and delivered in support of the Attorney General's Office.

SUPERVISION RECEIVED: Directly reports to the Supervisor II, and under the general direction of the Manager II (LSO Manager – Southern CA).

SUPERVISION EXERCISED: Directly supervises Legal Support Supervisors II, analysts, and indirectly supervises Legal Support Supervisors I and approximately 60 - 70 other legal secretary, 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% Provides management and policy direction for the administration on a broad array of services which are essential to the operation of a large legal office. Oversight of all activities related to LSO including budget, personnel, and human resource management, legal secretary assignments, job design, recruitment and retention, testing, selection, training and development, performance evaluation, labor relations, conflict management, discipline, and workers' compensation. Oversees the staff training functions of LSO.

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Reviews employee concerns, issues, complaints, grievances and makes recommendations for resolution. Reviews and approves all clerical performance evaluations and disciplinary actions and conducts corrective interviews as necessary. Works in cooperation with Labor Relations and job stewards to ensure cooperation between labor and management and attends meetings with union representatives and job stewards to handle issues and to resolve issues; may attend administrative hearings and mediation. Works with the Equal Employment Rights & Resolution Office to effectuate compliance with policies and procedures. Works closely with the Supervisor II to assist with the preparation of budget-related documents by evaluating equipment/furniture needs, project overtime and temporary help allotment needs; prepares justifications to obtain increased staffing levels; assists with the monitoring of budgetary expenditures, including travel, training, and equipment.

Advises and consults with representatives of each of the legal divisions to resolve sensitive/confidential matters/concerns, discuss policies and procedures, operational changes, and to ensure mission critical work is delivered in support of the Attorney General's Office.

- 25%** Involved in the selection and training of subordinate supervisors and the recruitment and training of line staff; sits on examination and hiring panels; recommends plans for recruitment and retention projects; participates as adviser and consultant to the Classification & Pay and Testing; Testing Recruitment and the Office of Professional Development (OPD). Oversees the Curriculum Development and Training for this unit.
- 10%** Interacts with staff from the Law Library Section, eDiscovery and Litigation Services (eDLS), Case Management Section (CMS), OPD and other units that provide law practice support in order to develop and implement programs promoting the skill and knowledge of legal support staff. Keep current on trends in law office administration and technology to bring about higher service levels, efficiencies, and improved client communications.
- 10%** Provides back up support to the Supervisor II which may include facilities management, business operations, office support services and specialized legal support services. Functions as second point of contact for all law office related matters with legal division managers, the OPS managers, the courts, opposing counsel, public and private law offices, law office vendors, Department of General Services Real Estate Services Division or other property management, emergency support personnel including police, fire department, DOJ security and the California Highway Patrol.

MARGINAL FUNCTIONS:

- 5%** Prepares monthly report and confidential HR report, prepares agenda items for Quarterly LSO all-staff meeting.

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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