

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

**NAME:**

**JOB TITLE:** Supervisor II

**WORKING TITLE:** Statewide POD Manager

**POSITION NUMBER:** 420-031-4801-xxx

**STATEMENT OF DUTIES:** In the Division of Administrative Services (DAS), Legal Support Operations (LSO), under the supervision of a Manager II (LSO Manager), the Supervisor II (Statewide POD Manager) provides oversight of staff in section specific PODs that provide office support services, analytical and specialized legal support services. Serves as a point of contact to attorneys, paralegals and other stakeholders in the Office of the Attorney General including the legal division managers, the DAS managers, the courts, opposing counsel, public and private law offices, law office vendors and exercises coordination and cooperation with executive management.

**SUPERVISION RECEIVED:** Directly reports to the Manager III (LSO Manager), and general direction of the Director of Office of Legal Support Services (OLSS).

**SUPERVISION EXERCISED:** Directly supervises two Supervisor I (POD Legal Support Manager) and indirectly, through subordinate supervisors, provides supervision to analytical, technical, and specialized legal 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.

**ESSENTIAL FUNCTIONS:**

**50%** Provides management and oversight on a wide range of administrative activities including, but not limited to human resources: position allocation, hiring and recruitment, testing, selection, training and development, performance evaluation, progressive

discipline, workers' compensation, and workload allocation; specialized legal support services; legal secretarial, analytical and clerical services.

Oversee organizational development, implementation of service delivery systems and service effectiveness for each section(s) specific PODs; participates in strategic planning efforts, including leading the process of change and transition from direct and indirect legal secretarial support system to a section specific POD system. Identify and address current and future needs to enhance and adjust the statewide POD system parameters. Meets regularly and advises the LSO Managers and OLSS Director on issues related to the full range of staff services functions.

- 30%** Serves as Department expert and contact for all law office administrative related matters with legal division managers, legal staff and other Admin Services staff. Reviews and approves confidential HR reports and correspondence. Attend meetings and consults with executive legal staff, POD staff members and other Sup I (POD's LSO Support Manager). Manages law office budget as needed 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.
- 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.
- 10%** Reviews, analyzes, and processes special projects as requested. Provides back-up support to other city-specific Supervisor IIs (Office Managers) which may include office support services and specialized legal support services.

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