

DUTY STATEMENT
LEGAL SUPPORT SUPERVISOR I
APPELLATE OPERATIONS

Under general direction of the Supervising Administrative Law Judge (ALJ), the Legal Support Supervisor I, as a first line working supervisor, performs a wide variety of supervisory and administrative duties necessary to maintain the efficient operation of the legal support activities in the office of appeals.

ESSENTIAL FUNCTIONS

<u>Percentage</u>	<u>Function</u>
35%	Plans, organizes, directs and controls the work of the legal support staff, in-house and off-site in the processing of a variety of administrative program appeals. Performs administrative duties involving the operation of the Appellate Operations (AO) division.
30%	Instructs and assists a legal support staff in the completion of registration/calendaring, record control duties, and decision/transcript preparation. Researches and answers difficult questions referred by staff. Oversees the timely processing of unemployment, disability, and tax appeals in accordance with state and federal standards.
15%	Oversees the preparation of timely probationary reports, and corrective actions. Responsible for the completion of yearly Individual Development Plans (IDPs) and performance evaluations. Approves invoices, monthly attendance; travel advances, vacation/sick leave requests, and security requests.
10%	Assists in recruitment, interviewing and hiring of new staff. Trains employees. Prepares and maintains accurate documentation.

NON-ESSENTIAL FUNCTIONS

<u>Percentage</u>	<u>Function</u>
5%	Travels and attend all required meetings.
5%	Perform other work as required.

I have discussed the duties of the position with my supervisor and have received a copy of the duty statement.

EMPLOYEE'S PRINTED NAME

EMPLOYEE'S SIGNATURE

DATE

I have discussed the duties of this position with the employee.

SUPERVISOR'S PRINTED NAME

SUPERVISOR'S SIGNATURE

DATE