

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

NAME:

POSITION NUMBER: 420-035-1278-

JOB TITLE: Legal Support Supervisor II

STATEMENT OF DUTIES: Directs and coordinates the activities, through Legal Support Supervisors I, of a 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 Supervisor II (Office Manager) and the immediate supervision of the Supervisor I (Assistant Office Manager).

SUPERVISION EXERCISED: Approximately 2 to 3 Legal Support Supervisors I, a staff of 15 to 25 Legal Secretaries, 2 to 10 supporting clerical, and related general office services.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the LSS II may be required to walk for extended periods of time to visit and assist team members and professional staff. He/she may also be required to sit for extended periods of time to operate a computer terminal while completing administrative assignments. The LSS II is required to travel to other Offices of the Attorney General from time to time. He/she works in a smoke-free environment. Also, he/she may be required to lift up to 20 pounds.

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. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

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% 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.

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.

35% Perform ongoing special projects and reports as delegated by the Assistant Office Manager, Office Manager, or LSO Manager – Southern CA, such as career counseling, training, telephone activities, minor and major equipment purchases, ergonomic office moves, 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 Office Manager or LSO Manager in preparing budget materials; monitors precautionary measures regarding safety as directed by office policy.

5% May substitute, on a rotating basis, during an Assistant Office Manager'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