DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
FRESNO - DUTY STATEMENT

NAME:
JOB TITLE: Legal Support Supervisor I
POSITION NUMBER: 420-034-1277-001

STATEMENT OF DUTIES: Under the direction and supervision of a Legal Support Supervisor II (LSS II) and as member of a legal support secretarial team, Legal Support Supervisor I (LSS I) supervise the work of a legal secretarial support staff providing legal support services to a large professional staff of attorneys and paralegals. LSS I may perform responsible legal secretarial work in addition to supervision of a legal support team.

SUPERVISION RECEIVED: Directly supervised by the Legal Support Supervisor II, Legal Support Operations, and the general direction of the Supervisor I.

SUPERVISION EXERCISED: Approximately 8 to 15 legal secretaries and possibly other 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% Directly supervises, plans, organizes, and coordinates the activities of a team of legal secretaries and possibly other support staff providing a variety of secretarial services to a professional staff of attorneys and paralegals; establishes and maintains positive working relationships and effective communication between professional and support staff. Maintains attendance records, approves absences, and leave usage requests. Prepares probationary reports and annual performance appraisals for employees. Initiates, prepares, reviews, recommends appropriate personnel actions, and participates in corrective interviews as needed. Recruits, reviews, interviews, and recommends the hiring of new employees. Provides orientation and/or training for new employees. Attends and conducts team meetings.

25% Participates and works with the LSO Legal Specialist in developing and implementing all aspects of support staff day-to-day, hands-on training functions to ensure successful implementation and completion of continuous learning efforts. Maintains ongoing communications by facilitating/participating weekly (or bi-weekly) meeting with the LSO Legal Specialist Team to identify new ideas and explore modern approaches to learning. Seeks feedback, concerns and suggestion for staff improvement from LSO Legal Specialist Team to effectively guide and mentor LSO staff. May perform difficult and responsible secretarial and other duties for one or more attorneys or other professional staff.

15% Establishes and maintains standardized procedures for preparation of all legal documents and correspondence. Answers a variety of inquiries from professional and support staff on procedural aspects of processing legal actions. Informs secretarial staff of changes in policy and procedures. Makes recommendations to LSS II or Supervisor I on team secretaries' MSAs and promotions.

MARGINAL FUNCTIONS

5% Researches, responds to inquiries, and performs ongoing and special projects as delegated by the Legal Support Supervisor II or Supervisor I.

5% May substitute, on a rotating basis, during Legal Support Supervisor II absences, if applicable. Assists and, if necessary, backs up secretarial team members, and peer supervisors, in the performance of secretarial duties during their absences.

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