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:
JOB TITLE: Legal Support Supervisor I (LSS I)
POSITION NUMBER: 420-035-1277-

STATEMENT OF DUTIES: As a member of a legal support secretarial team, LSS I supervises the work of legal secretarial and clerical 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: Under the general direction of the Supervisor II (Assistant Office Manager), and the immediate supervision of a Legal Support Supervisor II.

SUPERVISION EXERCISED: Approximately 5 to 15 legal secretaries and possibly other support staff.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS: While performing assigned duties, the LSS I may be required to walk for extended periods of time to assist team members and professional staff. He/she may also be required to sit for extended periods of time to operate a computer terminal and transcribe tapes from a transcribing machine and stand to photocopy and assemble documents. The LSS I works in an interior workstation in a smoke-free environment. He/she must have the ability to lift up to 20 pounds.

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.

Operates and uses modern office methods, supplies and equipment, which includes personal computers and law related software programs, printers, telecommunication equipment, calculators, scanning, photocopy and fax machines.

Maintains attendance records, approves absences, leave usage requests and makes recommendation for overtime. 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% Responsible for various administrative duties, including monthly reports, team/floor rosters. health and safety inspections and reports.

May perform difficult and responsible secretarial and other duties for one or more attorneys or other professional staff. Assists and, if necessary, backs up secretarial team members in the performance of secretarial duties, and peer supervisors in the performance of administrative duties during their absences.

15% Establishes and maintains standardized procedures for preparation, formatting, storing and managing all legal documents and correspondence. Serves as a legal support team expert in the use of ProLaw and other office wide used programs. 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's 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 Assistant Office Manager.

5% May substitute, on a rotating basis, during Legal Support Supervisor II absences, if applicable.

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I have read and understand the essential functions and typical demands required of the job and I am able to perform the essential functions with or without 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.

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Employee's Signature	Date	Supervisor's Signature	Date