



Career Service Authority
Legal Administrator

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GENERAL STATEMENT OF CLASS DUTIES

Administers a variety of management and staff functions for the City Attorney's or District Attorney's Offices.

DISTINGUISHING CHARACTERISTICS

This class is exclusive to legal departments and agencies.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more professional level employees who do not supervise; scope of supervision may include technical and support staff.

ESSENTIAL DUTIES

Supervises support staff activities such as: personnel, payroll, purchasing of office supplies and equipment, reception and information technology systems.

Works with City Attorney, District Attorney and/or Deputy Attorney and various section supervisors to discuss departmental goals and objectives.

Develops work teams and monitors assigned staff to efficiently and effectively accomplish agency/department goals and objectives.

Implements and interprets policies and procedures developed by higher level managers; coordinates the implementation of new procedures for the assigned function.

Supervises the information technology staff in the selection, purchase and installation of computer hardware and software.

Supervises the acquisition of new materials, the elimination of old materials and re-shelving activities in the legal library.

Attends a variety of meetings to ensure coordination with other entities, resolves implementation problems and acts as chief spokesperson to groups directly affected by the administration activities.

Selects staff for hire, promotion and transfer.

Develops, plans and implements staff training and development.

Coaches, mentors and leads staff in career development.

Assists in the development of the departmental budget.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee.

Responds to formal and informal employee grievances and prepares written responses.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Reading - Understands and interprets material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

Supervising a Diverse Workforce - Implements diversity policies for part of an organization; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among persons who exhibit cultural, ethnic, gender and other individual differences.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Self Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork - Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decision Making - Specifies goals and obstacles in achieving goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Human Resources Management - Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the organization; shares rewards with staff; ensures staff are properly selected, used, appraised and developed, and are treated fairly.

Knowledge of management and organizational theory sufficient to be able to assess and recommend staffing and record keeping requirements, time keeping procedures, filing systems, and various office policies and procedures.

Knowledge of supervisory theories and methods sufficient to be able to perform all elements of supervision.

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance evaluation plan.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances.

Knowledge of addition, subtraction, multiplication and division sufficient to be able to check the work of subordinate employees.

Knowledge of automated data and word processing systems sufficient to be able to evaluate hardware and software, and to coordinate the selection purchase, installation, modification and maintenance of appropriate systems.

Knowledge of legal documents, terminology, and reporting services sufficient to be able to organize, supervise and maintain a legal library.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in establishing or assisting in establishing departmental goals of objectives.

Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.

Skill in developing and implementing policies and procedures related to the work assignment.

Physical Demands:

Sitting: remaining in the normal seated position.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s)
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Eye/Hand/Foot Coordination: performing work through using two or more.
Repetitive Motions: making frequent movements with a part of the body.
Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Work involves pressure due to multiple calls and inquires; subject to many interruptions, varying and unpredictable situations.

Education Requirement:

Baccalaureate Degree in Business Administration, Public Administration, Political Science or a related field.

Experience Requirement:

Two years of experience in a legal office performing administrative functions in the day-to-day operations of the organization; plus one year of experience in a supervisory position.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the educational requirement on a one-for-one basis or in other words, one year of experience for one year of education. Additional appropriate education may be substituted for one year of the minimum experience requirement, except for the one year of experience in a supervisory position.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training course prior to the completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

REVISED DATE: 04/01/03

REVISED BY: John F. Hoffman

CLASS HISTORY This specification was revised to include the District Attorney's Office in the language of this specification; they were mistakenly excluded in the previous specification.