

Class Specification
for the Class:

SUPERVISING LEGAL CLERK

Class Distinguishers:

Complexity: Functions primarily as a supervisor over a staff of Legal Clerks. Plans, assigns, supervises and reviews a variety of complex legal clerical and administrative support activities in a law office.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of supervision; legal terminology; function of courts; format, content and use of legal documents; various types of court actions and associated processes and procedures; legal office practices and procedures; grammar, spelling, punctuation, word usage and sentence construction; clerical requirements for preparing and typing a variety of complex legal and court documents and forms, and other related materials; and procedures for processing and filing legal and court documents with courts or quasi-judicial bodies; and

Ability to: Plan, assign, direct, review and evaluate the work of others; organize legal clerical work activities and office services functions; accurately prepare, type, process and file a variety of complex legal and court documents, in proper format, in accordance with established procedures and within prescribed deadlines, with the appropriate court or quasi-judicial body; locate and abstract data from legal files and records; check citations and quotations from legal sources; establish and maintain case files and systems of legal records; carry out legal office clerical routines; operate computer equipment to prepare legal documents, reports, correspondence, etc., and input, verify, update and extract data from information systems; work within constant time constraints and deadlines; explain legal processes, procedures and/or departmental policies; type accurately at the rate of 40 net words per minute; and deal effectively with others including attorneys, court personnel and the public.

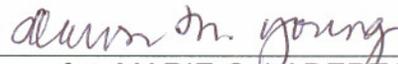
Examples of Duties: *(The following duties are representative of the nature and complexity of work assignments characteristic of this class. The examples do not necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

1. Plans, organizes and supervises a variety of legal clerical and administrative support activities in a law office.
2. Determines priorities and assigns and reassigns staff to meet changing work requirements; ensures that deadlines for court documents, responses, etc., are met.
3. Advises subordinates on work procedures and on the handling of complex and unusual work problems.
4. Participates in providing the most difficult legal clerical and administrative support services to attorneys.
5. Coordinates activities with other divisions as well as with city, state and federal agencies, courts, law enforcement agencies and other law offices
6. Plans and supervises the establishment and maintenance of files and records.
7. Sets up procedures to record and control incoming and outgoing materials and pending and completed work.
8. Develops and revises internal operating procedures and manuals.
9. Researches files and documents to obtain information for attorneys and, compiles data and prepare periodic activity reports.
10. Maintains calendar of court trials and hearings; schedules and verifies hearing dates with courts; and schedules appointments for deputy attorney generals and legal assistants.
11. Participates in the hiring of clerical staff; reviews and evaluates the work of legal clerks and other clerical staff; recommends personnel actions; and resolves grievances.
12. Trains new subordinate employees and clarifies office policies.
13. Orients new attorneys and other staff members as to organization, functions and office procedures.
14. Provides secretarial support and services and/or assists in the internal management of the legal office.

15. Drafts correspondence, reports and other materials requiring specific knowledge of operational methods, procedures, policies and other information; opens and reviews incoming mail and determines priority of attorneys' attention when routing; makes travel arrangements and prepares and processes required paperwork; orders supplies and equipment; and maintains a system of accounts; compiles budget estimates for the office and supervises the maintenance of inventory of supplies.

This is the first specification for the new class SUPERVISING LEGAL CLERK.

DATE APPROVED: 9/5/07



for MARIE C. LADERTA

Department of Human Resources Development