



## LEGAL OFFICE SUPERVISOR

FC: LC118  
PB: 04

PC: 715  
BU: 31  
December 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Supervises and coordinates office support staff and activities within the General Counsel's office; performs a wide variety of responsible, confidential and complex administrative support duties; acts as a liaison with District departments, staff, outside agencies and the general public; and ensures the efficient operation of the General Counsel's office, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full first supervisory level over legal support staff engaged in performing a variety of paralegal, clerical and administrative support activities. Activities include, but are not limited to, supervision of clerical and professional staff, budget administration, management of the law library, and preparation of material for litigation. The incumbent is expected to exercise considerable latitude and independent judgment in day-to-day conduct of work. This class is distinguished from other related administrative supervisory classes in that the former requires supervising functions and activities in a legal office.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

1. Performs a wide variety of responsible, confidential and complex administrative support duties for the General Counsel.
2. Supervises, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; interviews for vacant positions; arranges for temporary staff assistance as needed.
3. Participates in administrative duties relating to the General Counsel's office; develops and monitors General Counsel office budget; purchases equipment and supplies; acts as an administrative liaison for the General Counsel with District staff, courts, and outside agencies.
4. Performs legal research; gathers, reviews and analyzes documents, depositions and evidence; summarizes information for presentation to legal staff.
5. Creates and maintains litigation and other case files; labels and indexes pleadings and related correspondence; locates and retrieves legal authorities and cases from the law library and other case files.

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6. Maintains calendars of activities, meetings and various events; coordinates activities with District departments, the public and outside agencies; coordinates travel arrangements as necessary.
7. Answers questions and provides information to District staff and the public regarding District procedures and policies; follows up on sensitive customer complaints and inquiries.
8. Ensures the smooth and efficient operation of the General Counsel's office.
9. Assists in a variety of department operations; performs special projects and assignments as requested.

### **QUALIFICATIONS**

#### **Knowledge of:**

Basic operations of a General Counsel's office providing comprehensive legal services to a public agency.  
Legal procedures and practices involved in composing, processing and filing a variety of legal documents.  
Principles of budget preparation.  
Standard legal references and terminology.  
Business letter writing and basic report preparation.  
Principles and procedures of record keeping and reporting.  
Basic bookkeeping procedures.  
Policies and procedures of a public agency.  
English usage, spelling, grammar and punctuation.  
Current office procedures, methods and equipment including a computer.  
Principles of supervision, training and performance evaluation.  
Related Federal, State and local codes, laws and regulations.

#### **Skill in:**

Performing responsible administrative support services.  
Understanding the organization and operation of the District and outside agencies.  
Overseeing the work of lower level administrative support staff.  
Accurately preparing and maintaining a variety of legal documents.  
Working independently in the absence of supervision.  
Supervising, training and evaluating assigned staff.  
Responding to requests and inquiries from the general public.  
Interpreting and applying administrative and departmental policies and procedures.  
Independently preparing correspondence and memoranda.  
Typing at a speed necessary for successful job performance.  
Operating and using modern office equipment including a computer and supporting word processing and spreadsheet applications.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a high school diploma, GED or recognized equivalent, supplemented by specialized legal secretarial training.

**Experience:**

Four (4) years of (full-time equivalent) verifiable professional administrative and legal secretarial experience.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 1500 – Supervisors/Other  
**Census Code:** 5000 – First Line Supv of Ofc/Adm Wkr  
**Safety Sensitive:** N