

CLASS SPECIFICATION



CLASS: Legal Services Coordinator
ALLOCATION: County Counsel
FLSA STATUS: Non-Exempt
UNION AFFILIATION: Confidential

ESTABLISHED: December 2011
REVISED: March 2017

JOB SUMMARY:

Under general direction, plan, organize, oversee and coordinate the legal and general administrative support functions within the County Counsel Office; provide technical, confidential and specialized legal support to staff attorneys and the County Counsel; assist with the administrative and fiscal functions of the department including budget development and monitoring, payroll, and personnel related issues; perform difficult, technical, complex and specialized legal office support work as well as duties in support of departmental fiscal, purchasing and personnel related functions and perform other duties as assigned.

This is a stand-alone confidential classification in the legal services series.

CLASS CHARACTERISTICS:

This position reports directly to the Chief Deputy County Counsel. This class is distinguished from Supervising Legal Office Assistant in that the latter is responsible for supervising the legal office support functions within an assigned department. This class is further distinguished from Legal Services Supervisor in that it supports a small department and functions as specialized, confidential, legal and administrative support with oversight of legal para-professionals and other support staff rather than solely legal clerical staff.

EXAMPLES OF DUTIES:

Essential:

- Perform the more complex, technical, difficult and/or specialized legal office support work within the department and perform the full range of legal office support duties on a relief or day-to-day basis.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Coordinate, organize, assist and review work flow and products of the office, including the work of volunteers and other support staff.
- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Assist with the coordination, preparation and monitoring of the department budget; track expenditures; provide current and accurate budget information to the Department Head.
- Purchase office supplies and equipment; receive, review and process invoices for payment; maintain inventory.
- Maintain and process department payroll; track leave information; calculate salary and benefit projections for budgeting purposes.
- Prepare a variety of technical reports.
- Coordinate application of electronic case management system within the office and between the office and other County departments.
- Answer questions and provide information to County employees requiring the use of judgment and interpretation of policies and procedures; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research and compile operational and statistical data and information from various sources; maintain records and prepare special and periodic reports.
- Build and maintain positive working relationships with co-workers, County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May supervise assigned staff on a project or day-to-day basis.
- Use standard office equipment, including a computer, in the course of work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of legal office support.
- Pertinent local, State and Federal rules, regulations and laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Principles and practices of budget monitoring.
- Business and management principles, involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Modern office equipment, methods, procedures and computer hardware and software.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- Business arithmetic, algebra, statistics and their applications.
- Office administrative practices and procedures.
- Basic budgetary and financial practices and terminology.
- Principles of records management.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and processes for providing customer and personnel services; including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations which may be difficult or confrontational.

Skill in:

- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Identifying the development needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Organizing, implementing, and directing legal office support operations/activities.
- Interpreting and explaining pertinent legal support and department policies and procedures.
- Developing and recommending policies and procedures related to assigned operations.
- Preparing clear and accurate reports, correspondence and other written materials.
- Analyzing budget, technical reports, financial statements and spreadsheets.
- Organizing, researching and maintaining accurate accounting and office files.
- Assisting in the development and monitoring of departmental budget.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring/assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- Making accurate arithmetic and statistical calculations.
- Inputting varied data into a computer database system with speed and accuracy.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- On a continuous basis, know and understand all aspects of the job and relevant laws, both currently in effect and in pending legislation.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Read and understand technical and legal information and ideas presented in writing.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.

- Exercise sound, independent judgment within general procedural guidelines.
- Apply general rules to specific problems to produce answers that make sense.
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Work cooperatively with other departments, divisions, County officials and outside agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Type at a net rate of 40 words per minute.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Typing Certificate: Min: Net 40 wpm. Typing Certificate must indicate result from a five (5) minute test of at least the minimum net wpm required.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college or university with course work in legal assisting, business administration, public administration, accounting, bookkeeping, or a related field. Four years of experience researching laws, regulations and legal documents; preparing/drafting reports, resolutions, ordinances and legal memos; and monitoring the status of assigned projects. Additional related education may substitute for some or all of the experience.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, a Bachelor's degree in a related field, experience directing and reviewing the work of others, Certification as a Paralegal, Law Student or Legal Assistant, or Juris Doctorate coursework from an accredited school of law.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

County Counsel Approval:
Date:

EEOC: F
WC: 8810.1

Human Resources Approval:
Date:

Signature: _____

Signature: _____