LEGAL SERVICES ADMINISTRATIVE SUPERVISOR

DEFINITION
Under general supervision, supervises staff engaged in the provision of administrative support for the Legal Services Department.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Performs complex administrative duties for the City Attorney’s Office;
- Supervises staff engaged in the provision of administrative support for the Legal Services Department;
- Coordinates, prepares, compiles and reviews materials for City Council meetings including ordinances, agreements, resolutions and correspondence;
- Updates law library periodicals and assists answers general questions and inquiries from the public;
- Work with City Attorney with the preparation of budget, submits invoices for payments, orders supplies;
- Registers City Attorney to Conferences and manages departmental calendar of events and meetings;
- Problem solve issues to ensure documents and records are filed accurately and in a timely manner;
- Corresponds with City adjusters regarding settlements approved by City Council.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of City and Department policies and procedures, Civil and Criminal division file maintenance guidelines, quality supervision practices, and of judicial system court processes and procedures;
- Skilled in assessing and prioritizing multiple tasks, projects and demands, providing and following oral and written instructions and in establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing, perform essential duties with minimum supervision, maintain professionalism in the face of challenges, to lead by example.
- Proficient in the use of a personal computer, electronic devices and various software packages to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associates degree in English, Law, or Certification in Paralegal AND four year of progressively responsible experience in a legal office environment OR an equivalent combination of education and experience.