

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
SALARY SCHEDULE: #85
RANGE: 17.50
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 2, 6, 8**

LAW OFFICE MANAGER

DEFINITION

Under the general direction of the General Counsel, serve as Law Office Manager for Schools Legal Service, assist General Counsel in staff recruitment, budget preparation and management, and workshop planning.

This position requires a definable body of knowledge and skills which exceed those required by lower level legal office workers which is not normally learned on the job in a brief period of time.

EXAMPLES OF DUTIES

Provide office management for Schools Legal Service under general supervision of the General Counsel;

supervise, train and evaluate clerical staff;

work independently, under pressure, to organize and prioritize work loads so as to keep several projects progressing to completion simultaneously with little or no direction;

use initiative and sound independent judgement within established guidelines;

assign work to legal secretaries;

review technical duties directly related to administration of Schools Legal Service including operational forecasting, expenditure control, time records, travel claims, budget preparation, billing and invoicing, coordination of clerical services for both legal and collective bargaining clients;

devise office systems and procedures;

supervise, train and evaluate clerical staff;

determine work schedules and authorize leaves, ensuring the timely completion of all work;

supervise the maintenance of the correspondence log, assignment log, files and library;

administer department computer network;

prepare documents for invoicing and billing clients;

maintain records systems and procedures, and supervise space utilization;

supervise preparation of office manuals, inventory, and purchase of supplies and equipment;

meet with sales representatives;

supervise the ordering of supplies, books and publications as needed;

insure that office machines are serviced;

prepare correspondence related to Schools Legal Service Board of Directors, attend board meetings and assist with minutes, agendas and elections;

independently prepare for review by the General Counsel and Director of Labor Relations: correspondence, memoranda, reports, client service agreements, and a variety of other subject matter that may include privileged and highly sensitive material.

QUALIFICATIONS

Knowledge of:

Modern law office methods, practices and procedures;

computerized data management, storage and retrieval systems;

legal software such as Abacus and TimeSlips, operational strategies and techniques, Education Code, Administrative Code, other California codes, and school finance.

Ability to:

Prepare legal documents and reports from general instructions;

analyze computer software needs and recommend software programs;

stay abreast of current legal procedures;

plan, organize and direct work of others;

devise systems and procedures;

maintain effective working relationships with subordinates, professional staff and the public.

Experience:

Seven (7) years of practical experience as a secretary, with a minimum of five (5) years in legal secretarial work, with a minimum of three (3) years of experience in a supervisory capacity.

Education:

High school graduation or equivalent training and experience, with additional secretarial school preferred.

Legal Assistantship Certificate or other training or experience in law office management.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

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