

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2010
SALARY SCHEDULE: #85
RANGE: 14.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 2, 6, 8

SUPERVISING LEGAL SECRETARY

DEFINITION

Under direction of the General Counsel of Schools Legal Service, the Supervising Legal Secretary will supervise and evaluate legal clerical staff and organizes the work of those employees;

supervise the organization, maintenance and implementation of non-fiscal office systems and procedures, such as attorney/negotiator calendaring and assignment tracking software;

under direction, perform complex and specialized legal secretarial and clerical functions;

serve as a personal secretarial aide to assigned counsel, providing relief from administrative and clerical detail;

organize, coordinate and participate in the staff activities of Schools Legal Service.

EXAMPLES OF DUTIES

Supervise, train, evaluate, assign work to and assist in recruitment of clerical staff;

Coordinate clerical services for legal and collective bargaining clients;

coordinate and organize the clerical staff activities of the legal office, including planning, organization, layout, and development of work accomplishment guidelines;

assist in the development of major new or improved office procedures;

devise non-fiscal office systems and procedures;

determine work schedules and authorize leaves for clerical staff, ensuring timely completion of work;

oversee the creation and maintenance of the correspondence log, assignment log, files and library;

maintain non-fiscal records systems and procedures, and supervises space utilization;

oversee the maintenance and creation of an office calendar of routine annual events;

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

oversee the preparation of office manuals, inventory and purchase of supplies and equipment;

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;

attend staff attorney/negotiator meetings when requested;

assist in preparation of all-staff meetings;

conduct regular meetings of clerical staff;

review need for professional training for clerical staff and explore opportunities for training;

serve as a confidential secretary and management aide to assigned Counsel dealing with a variety of sensitive and privileged legal matters;

attend meetings as assigned and take and distribute minute summaries as required;

request information and data, review the data and compile accurate and comprehensive reports and surveys;

may review legal records and case law, and prepare abstracts of legal decisions;

respond to inquiries which involve the interpretation of policies, regulations, and operational procedures;

attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality;

take and transcribe dictation which include technical and complex legal terminology, requiring a familiarity with the California Administrative, Education and other California codes, County Office policies and regulations, Public Employment Relations Board (PERB) and Office of Administrative Hearings (OAH) regulations and California Rules of Court;

independently prepare for supervisor's review of correspondence, memoranda, reports, and a variety of other communicative subject matter that may include privileged and highly sensitive legal material;

operate a word processing system and computer terminals in performing secretarial and clerical functions;

establish and maintain complex and confidential files and records, including automated data management, storage and retrieval processes;

act as the receptionist to the legal unit administrator receiving and answering telephone inquiries and receiving and assisting office visitors;

maintain a calendar of activities and events, and schedule appointments, conferences, and meetings for assigned Counsel;

receive, sort, and route mail, and respond to routine correspondence;

plan, develop and implement office procedures and develop unusual legal documents and forms;

may provide technical input pertaining to the performance evaluation of the clerical staff in the legal unit;

review and disseminate documents and publications which define changes in law affecting procedural and/or case law; inform attorneys of state and federal court procedures;

keep department legal resources current;

responsible for keeping law library current, including computerized research materials, by ordering materials;

generally receive assignments involving the preparation and analysis of legal documents and routine legal research including researching state and federal statutes and regulations using computerized software—assist attorneys in computer-based research;

supervise arrangements for Schools Legal Service workshops, including the preparation of materials;
oversee maintenance of staff work calendars and absence tracking protocols;
act as liaison with clients for intake and recommendation for assignment of new special education matters.

QUALIFICATIONS

Knowledge of:

Principles, procedures, methods, techniques, and operations of a legal unit administrator's office;
modern office practices and equipment, including automated data management, storage, and retrieval systems;
public education goals and objectives, and the operational objectives of Schools Legal Service;
English usage, legal terminology, spelling, punctuation, grammar, and manuscript, report and legal document formatting;
California codes, and County Office policies, regulations, and operational procedures which govern the activities of the legal unit;
communication techniques, strategies, and procedures.

Ability to:

Plan, organize and direct the work of others;
devise systems and procedures;
plan, organize, coordinate, and schedule administrative and clerical functions and activities;
effectively and efficiently perform highly responsible legal secretarial and administrative aide functions;
abstract, compile and prepare accurate and comprehensive legal documents and forms, reports and summaries;
communicate effectively in oral and written form;
establish and maintain a variety of complex, privileged, and sensitive data management, storage and retrieval systems;
type or keyboard at a net corrected speed of 60 words per minute;
make arithmetical calculations with speed and accuracy;
understand and carry out oral and written directions;
establish and maintain cooperative working relationships;
work independently, under pressure, to organize and prioritize workloads so as to keep several projects progressing to completion simultaneously with little or no direction.

Experience:

Seven (7) years of responsible executive or administrative secretarial experience, including five (5) years of service as a legal secretary.

Education:

Equivalent to the completion of the twelfth grade.

Paralegal certificate, legal assistantship certificate and/or training or experience in business office management and supervision preferred.

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

12/17/15

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