



Office of Human Resources  
Legal Administrator I - CL3192  
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### General Statement of Duties

Administers a variety of supervisory, administrative, and staff functions for a section of the City Attorney's, District Attorney's, or Municipal Public Defender's Offices.

### Distinguishing Characteristics

This class is exclusive to legal departments and agencies and performs supervisory work over a section's administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short-term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with departmental plans and goals. This class also works within an agency or department performing various budget related functions and oversees the section's purchasing and procurement functions.

The Legal Administrator I that has section-level responsibilities within a defined scope and performs supervisory duties over a section's administrative, paraprofessional, and/or technical staff and supports professional and/or higher-level supervisors/managers through the application of the principles of legal management to accomplish the operational goals of the section's assigned area(s). This classification typically reports to a manager or a Legal Administrator II.

This class is distinguished from the Legal Administrator II has section-level responsibilities and may have some department-level responsibilities within a defined scope and serves as an expert with regard to a section's management, supervisory, administrative, operational and fiscal matters and is a resource within the section's specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with the fiscal rules and regulations that directly impact the day-to-day operations within the section's specialized functional area. This classification typically reports to a manager or a Legal Administrator III.

This class is distinguished from the Legal Administrator III class that has department-level responsibilities and may have some city citywide responsibilities within a defined scope and performs supervisory work over a department(s)' administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short-term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with the departmental plans and goals. This class also works within an agency performing various budget related functions or works within an organization and oversees the purchasing and procurement functions of the agency. The Legal Administrator III serves as an expert with regard to the agency's management, supervisory, administrative, operational and fiscal matters and is a resource within the specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with fiscal rules and regulations that directly impact the day-to-day operations within the agency's specialized functional area. This classification typically reports to an executive level position.

#### Administrator Definition:

An Administrator serves as a technical expert and resource in a specialized, functional area by resolving complex, technical issues and designing systems, processes, guidelines, rules, and standards that are critical and directly impact the on-going operations and policies in the functional area.

### Level of Supervision Exercised

Supervises two or more professional level employees who do not supervise; scope of supervision may include technical and support staff.

**Essential Duties**

Performs supervisory duties over a section's administrative, paraprofessional, and/or technical staff, implements and monitors performance criteria to achieve the section's goals and objectives, and keeps supervisory/management level personnel abreast of trends and issues in the work area.

Provides support for a section's staff activities such as: personnel, payroll, purchasing of office supplies and equipment, reception and information technology systems.

Works with City Attorney, District Attorney and/or Deputy Attorney, Chief Public Defender and various section supervisors to discuss division's/section's goals and objectives.

Supports a section's professional and/or higher-level supervisors/managers by performing a variety of operational functions including operational analysis, reporting and evaluation, information management, computer operations, and process improvement.

Plans, assigns, and evaluates the work of the section's staff members, provides technical expertise to staff, establishes and/or monitors current methods and policies, and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members on applicable standards, regulations, and requirements for the assigned work area(s), orients staff with appropriate policies and procedures, and ensures that work conforms to policies, standards, and regulations.

Supports and interprets policies and procedures developed by higher level managers; coordinates the implementation of new procedures for the assigned function.

Participates in the selection of staff for hire, promotion and transfer as needed.

Develops, plans and implements staff training and development. Coaches, mentors and leads staff in career development. Provides work instruction and assists employees with difficult and/or unusual assignments.

Develops or modifies a section's work plans, methods and procedures, determines work priorities and provides input to work schedules to provide adequate staff coverage.

Develops performance goals, documents performance, provides performance feedback and formally evaluates the work of the employee. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards. Drafts performance improvement plans as necessary.

Performs other related duties as assigned or requested.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

**Coaching** – Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Decision Making - Specifies goals and obstacles in achieving goals, generates alternatives, considers risks and evaluates and chooses the best alternative to make determinations, draw conclusions or solve a problem.

Delivering Results – Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing – Collaborates with, persuades and influences others.

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards of an organization, self and others; chooses an ethical course of action; is trustworthy.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff, adapts leadership styles to various situations, models' high standards of respect for individuals by applying these values daily.

Oral Communication - Expresses information, ideas, and facts to individuals or groups effectively considering the audience and nature of the information; makes clear and convincing oral presentations; listens to others; and facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems; determines accuracy; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments and recommendations.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Supervising a Diverse Workforce - Implements diversity policies for part of an organization; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among persons who exhibit cultural, ethnic, gender and other individual differences.

Teamwork - Encourages and facilitates cooperation, pride, group identity; fosters commitment and team spirit; works with others to achieve goals.

### **Knowledge & Skills**

Knowledge of supervisory theories and methods sufficient to be able to perform all elements of supervision.

Knowledge of automated data and word processing systems sufficient to be able to evaluate hardware and software, and to coordinate the selection purchase, installation, modification and maintenance of appropriate systems.

Knowledge of legal documents, terminology, and reporting services sufficient to be able to organize, supervise and maintain a legal library.

### **Education Requirement**

Bachelor's Degree in Business Administration, Public Administration, Political Science or a related field.

### **Experience Requirement**

Two (2) years of experience in a legal office performing administrative functions in the day-to-day operations of the organization.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a Paralegal Certification/degree or Certified Legal Manager Certification.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Work involves pressure due to multiple calls and inquires; subject to many interruptions, varying and unpredictable situations.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: making frequent movements with a part of the body.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Employment Verification

Education Check

By position, Licenses/Certification

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: L-811**

**FLSA Code: Y**

**Established Date: 8/18/2019**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History:**