

LEGAL PROCESS SUPERVISOR

DEFINITION

Under direction, the Legal Process Supervisor will plan, assign, supervise, review and evaluate the work of assigned staff and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This supervisory position will oversee one or more unit of legal process staff and provide policy and procedure interpretation to ensure consistent and effective service to the public, other Court departments and other agencies. Incumbents also perform complex and technical legal document processing work some of which may be confidential.

TYPICAL TASKS

- plan, assign, supervise, review and evaluate the work of clerical, technical and legal process staff;
- direct the training of staff in operating procedures;
- make procedure and policy interpretations regarding work process and the application of laws and regulations;
- participate in employment selection decisions; recommend and administer disciplinary actions as appropriate;
- research and monitor changes in law and policies and procedures, recommend procedural modifications and implement upon approval;
- conduct or participate in a variety of operational projects; may provide input into the budget process;
- act as liaison with other department operational units, law enforcement, public agencies and the public;
- review, interpret and process complex legal documents; verify, codes;
- prepare reports using automated systems;
- compose correspondence, reports, forms and specialized legal documents related to the functions of the organizational unit;
- review documents and case files for accuracy;

EMPLOYMENT STANDARDS

Knowledge of:

Office practices and procedures to include:

- the format of business correspondence to include correct spelling, grammar, punctuation and the usage of the English language;
- proper telephone etiquette;
- alphabetical, numerical and chronological sequences used in filing;
- the correct operating usage of standard office equipment and personal computers;
- standard office procedures.
- techniques and practices of effective supervision and office management.

The purpose and process of diverse court related legal documents pertaining to legal process work of the Superior Court which include:

- data entry procedures;
- laws, codes, ordinances; legal terminology and judicial rules;
- record maintenance procedures;
- fee and fine procedures;
- resources and information sources for clerical and technical materials;

Ability to:

- use a variety of computer programs relevant to duties of position;
- apply internal and external policies, procedures and rules;
- keyboard accurately at a corrected speed of 45 net wpm;
- perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
- work and communicate effectively with judicial officers, co-workers, attorneys, supervisors and the public while under pressure, time constraints and professional and legal standards;
- understand, explain, and apply specific statutes, codes, laws, regulations and procedures;
- prepare and process a variety of complex legal documents;
- maintain complex legal records and files;
- locate, identify and correct technical inaccuracies;
- direct the work of subordinates;
- counsel and coach staff;
- acquire specialized knowledge of a complex function within the Superior Court.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing and speech ability to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs., such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Three years of increasingly responsible clerical experience which must have involved the filing and processing of legal documents in a court environment and in which one year must have been in a supervisory or lead worker position. (The one year of supervisory experience may be substituted for an additional year of court related experience.)