CLASSIFICATION SPECIFICATION

CLASS NUMBER 10123

LEGAL SPECIALIST SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Legal Specialist Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.

Summary of Essential Duties

The primary purpose of the Legal Specialist Supervisor position is to directly supervise Legal Specialists and Clerical Specialists who perform duties within the legal unit. The position of Legal Specialist Supervisor also maintains/manages agency records and files, and supervises the handling of all legal documentation in the enforcement agency. These duties involve updating files, processing court documents, coordinating records and drafting court documents.

Duties

Frequency: 35% +/- 10%

I. Provides direct supervision to Legal Specialists and Clerical Specialists who perform duties within the legal unit.
   - A. Determines need for new staff members (e.g., Legal Specialists, Clerical Specialists).
   - B. Interviews applicants and makes recommendations for hiring of new employees; initiates actions for the termination of employees.
   - C. Disciplines subordinates when necessary.
   - D. Reviews, approves and denies employee requests for leave.
   - E. Reconciles worker time cards with worker attendance sheets to ensure that the number of hours matches for each day of the pay period.
   - F. Completes performance evaluations of subordinates' work.
   - G. Meets with subordinates regarding any grievances.
   - H. Trains new and current employees within the legal unit.
   - I. Assigns and reviews work of subordinates.

Frequency: 60% +/- 15%

II. Maintains/manages agency records and files, and supervises the handling of all legal documentation in assigned work area.
   - A. Updates and maintains central files.
   - B. Processes court orders.
   - C. Coordinates records with other units.
   - D. Drafts court documents.
   - E. Completes documentation for attorneys (e.g., legal motions).
   - F. Schedules legal hearings or ensures scheduling by other staff

members (e.g., Legal Specialists, Clerical Specialists).

G. Maintains Warrant List.
H. Advises division administrators regarding records maintenance.
I. Orients new employees to office procedures and policies.
J. Corresponds with local law enforcement staff.
K. Ensures compliance with legal guidelines by creating documents used by legal staff and meeting with staff.
L. Maintains and requests supplies for legal unit.
M. Prepares specified legal reports.

Frequency: 5% +/- 2%

III. Performs administrative duties.

A. Signs official letters and documents.
B. Provides technical information and advice to aid administrators in decision-making.
C. Represents administrator at meetings and conferences.
D. Represents administrator by serving as liaison between administrator and subordinates.

KSA'S FOR THE
JOB CLASSIFICATION OF
LEGAL SPECIALIST SUPERVISOR

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Personnel practices; Office practices and procedures; Administrative practices; Performance evaluation practices; Interviewing practices; Disciplinary procedures; Supervision practices; Training and development practices; Time cards procedures; The Americans with Disabilities Act; The Civil Rights Act; Legal documentation practices and procedures.	Interviewing; Public speaking; Organization; Oral communication; Advising; Supervising.	Work with others; Supervise others; Complete performance evaluations; Prepare materials for training; Verify and sign bi-weekly time cards; Assign duties to others; Assist in training process; Develop training programs; Disseminate information to other Agency employees; Interview others; Discipline others; Review, approve or deny requests for leave; Meet with subordinates concerning any grievances; Maintain accurate records.
II	Office practices and procedures; Scheduling legal hearings; Legal documentation practices and procedures; Agency filing and records system for legal documents; Drafting court documents; Legal Motions, Court Orders, Summons, Warrant lists, Release of Judgement Lien and other legal procedures; Child Support Enforcement Agency (CSEA) policies and procedures; Typing legal documents and correspondence; Computer operation (e.g., checking files for proper documentation); Orientation practices; Administrative practices; Postage practices; Meeting procedures (e.g., creating agendas); Inventory control (e.g., maintain and request supplies for legal unit).	Organization; Oral communication; Writing (e.g., legal documentation and correspondence); Computer operation (e.g., checking files); Typing (e.g., URESA reports).	Complete legal documentation; Assist Clerical Specialists; Type court documents and correspondence; Forward legal documentation to Attorney for signature; Schedule legal hearings; Check computer for proper filing of documentation; Maintain Warrant list; Ensure all parties involved have received proper notification; Process court orders; Answer questions/inquiries regarding legal policies and procedures and ensures understanding; Provide backup for Clerical Specialists and Switchboard Operators; Properly format legal documents; Orient new employees to office procedures and policies; Maintain accurate central files; Perform postage duties; Ensure compliance with legal guidelines; Update documents and forms with changes; Review and update manuals; Compile agendas to meetings; Work with others; Notify Sheriff's Department to execute Warrants; Provide information and facts at the request of Court staff; Maintain and request supplies for legal unit.
III	Administrative practices; Office practices and procedures; Child Support Enforcement Agency (CSEA) policies and procedures.	Organization; Oral communication; Listening.	Perform administrative duties; Sign official letters and documents; Provide technical legal documentation information and advice to aid Administrators in decision-making; Represent Administrator by serving as liaison between Administrator and subordinates; Work with others; Listen for problems or issues and provide responses.

Minimum Qualifications

- Two years experience as a Legal Specialist, 10121.

- Or completion of two years of technical training in office administration/secretarial science with emphasis on legal secretarial functions. Also requires two years experience in a position similar to a Legal Specialist, 10121.

- Or two courses or twelve months experience in typing, two courses or twelve months experience in legal research and writing, two courses or twelve months experience in legal office procedures, one course or six months experience in business law, two courses or twelve months experience in word processing, and one course or six months experience in interviewing principles. Also requires two years experience in a position similar to a Legal Specialist, 10121

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist