

SUPERVISING LEGAL SECRETARY

JOB DESCRIPTION

Classification Responsibilities: A Supervising Legal Secretary plans, directs, supervises, and evaluates the day-to-day activities of Legal Services Specialists and administrative and clerical support staff members involved in paraprofessional, secretarial and public contact duties in the City Prosecutor's Office. This class performs highly skilled legal assistant and administrative support work involving knowledge of legal procedures, and serves as confidential secretary to the Chief Assistant City Prosecutor, and/or an Assistant City Prosecutor III, and an Assistant City Prosecutor II. Work may involve: preparing and tracking cases through the Appeal, Rule 11, and Mental Health Diversion process; preparing memoranda and motions on all Appeal, Rule 11, and Mental Health Diversion cases; gathering statistical information and preparing departmental monthly reports; gathering statistical and financial information and preparing state and federal grant program reports; and acting as the system security monitor for the Arizona Criminal Justice Information System (ACJIS). Incumbents work with considerable independence according to general instructions and procedures. This class performs related duties as required.

Distinguishing Features: This class is supervised by the Legal Office Supervisor who reviews the employee's work for completeness and compliance with legal standards and policies through conferences, reports, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED, supplemented by college coursework including general office practices, criminal law, legal terminology, or related subjects. Considerable (3 - 5 years) experience performing progressively responsible administrative work in a law office or related environment providing familiarity with legal procedures. Considerable (3 - 5 years) experience with Microsoft Office. Good (1 - 3 years) supervisory experience or lead experience OR good (1 - 3 years) experience as a Legal Services Specialist II with the City of Mesa.

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Business Administration, Business Management or related field is preferred.

ESSENTIAL FUNCTIONS

Communication: Deals tactfully and courteously with City Prosecutor's Office staff and the public, including citizens making complaints or requesting service, both in person and by telephone, providing necessary information and following through on problems. Compiles information and assembles various legal materials from files or obtains additional information by telephone or letter. Assists attorneys by coordinating the case discovery process including contacting courts, witnesses, and opposing counsel. Updates trial calendar and attorney calendars with pleading due dates, dispositions, and hearing dates; follows up with attorneys for timely response. Recommends procedural changes and assists with the design and implementation of new policies. Prepares emails, memos and letters in communicating with other employees, management and the general public. Trains subordinate employees on policies and procedures (example: computerized records system usage, Driving Under the Influence (DUI) laws, domestic violence laws, and Victim Rights Legislation). Resolves problems or complaints referred by subordinate staff. Interacts with angry, confused and hostile persons to explain court procedures. Prepares periodic and special reports regarding team activities by compiling data regarding type and number of cases processed, processing time, accuracy ratio, discovery monies received and condensing into a concise informative document. Facilitates process improvement teams. Communicates with citizens, City management, public officials, and other City employees in order to receive complaints and inquiries from the public and provide requested information or referral. Composes correspondence and verbally communicates on a variety of issues that require considerable discretion, judgment, and tact.

Manual/Physical: Reviews the work product of Legal Services Specialists and administrative support and clerical staff to ensure compliance with standard operating procedures, state regulations to include Rules of Criminal Procedure, and other standards including Mesa City Codes, and City Prosecutor's Office policies and procedures. Monitors and secures the use of the ACJIS and Arizona Department of Transportation (ADOT) terminals to ensure compliance with prescribed operating standards and regulations. Monitors the workflow of Legal Services Specialists and administrative support and clerical staff in order to measure and evaluate work performance. Maintains confidentiality and security of records and information. Operates a variety of standard office equipment (personal computers, copiers, fax machines, multiple phone lines, digital recorders, duplicating machines) to draft memorandums, motions, responses and to reproduce discovery materials in order to monitor work in progress and as necessary cover the trial division, schedule defense interviews, prepare performance appraisal forms, to ensure quality service in support of the City Prosecutor's Office. Enters data or information into a personal computer in order to draft memorandums, motions, responses, etc. Performs physical inventories and/or monitors levels of inventory, and orders or purchases supplies needed to ensure adequate stock levels are maintained. Observes training conditions and procedures. Designs and establishes training programs for continuous quality improvements. Keeps training manuals and information aids current. Meets scheduling and attendance requirements.

Mental: Composes legal pleadings. Checks records and documents, including financial, personnel, and department transaction records, for clerical and mathematical accuracy and completeness. Comprehends and makes inferences from written material. Evaluates the performance of Legal Services Specialists and administrative support/clerical staff by monitoring overall workflow, spot-checking work completed for volume, accuracy, and timeliness, and reviewing problems or complaints referred. Assigns work to subordinate staff by determining work priorities and considering workflow patterns and current workload. Promotes team interaction to resolve issues among staff. Proactively implements policies and procedures. Performs testing on the Court's automated record system. Updates the integrated court

system with all available information. Opens appeal files and verifies all necessary documents have been forward to the Mesa Municipal Court, Maricopa County Superior Court or Arizona Court of Appeals Superior Court. Updates calendars and the integrated court system with hearing dates, memorandum due dates and final outcome of Superior Court rulings. Prepares and files pleadings in all levels of appellate court in compliance with the rules of procedure for each court.

Knowledge/Skill/Abilities:

Knowledge of:

standard legal references and their contents;
legal procedures and practices involved in composing, processing, and filing a variety of legal documents;
modern supervisory, training, and evaluation methods and practices; and
laws, ordinances, codes, and policies governing City operations.

Skill in using computer software programs for word processing.

Ability to:

establish and maintain effective working relationships with City Prosecutor's Office staff and other City employees, legal professionals, support staff, management staff, and the general public;
analyze situations carefully and adopt an effective course of action;
maintain confidentiality and security of records and information;
handle adverse critical and confrontational situations in a stressful environment;
develop team interaction;
facilitate continuous quality improvement teams;
develop measurement tools to evaluate work performance;
communicate effectively, both orally and in writing;
perform legal work involving the use of independent judgment and personal initiative; and
ability to establish and maintain effective working relationships with other employees and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18
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