

## LEGAL TEAM SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Legal Team Supervisor independently manages a trial or administrative team within the City Prosecutor’s Office and directs the day-to-day legal and administrative support operations for paraprofessional and clerical staff on their respective team. Duties include: prioritizing and delegating staff’s daily workload in the office or in court and ensuring staffing coverage for the daily court calendar; interpreting team policies and procedures using independent judgment and discretion, and establishing and implementing improvements as needed to workflow and processes; applying state legal statutes, rules, and regulations, as well as City policies and the Mesa City Code in order to respond to the most difficult questions from defendants, court and Police Department personnel, attorneys, governmental agencies, and other City employees; applying knowledge of criminal prosecution procedures to specialized areas such as appellate and post-conviction deadlines, pleadings, and filings, as well as applications to set aside judgements and special actions; researching, compiling, analyzing, and summarizing data for special projects and comprehensive reports; collaborating with other City Prosecutor’s Office and Police supervisors to facilitate upgrades and integration between the City Prosecutor’s Office paperless Case Management System (CMS) and Police systems; leading updates to complex system integration procedures; and ensuring the accuracy and integrity of the data in the CMS by reviewing daily error reports, troubleshooting problem cases, investigating and correcting case details, and coordinating with Department of Innovation and Technology (DoIT) staff to resolve escalated interface issues. Duties also include: hiring, evaluating employee performance, disciplining, investigating and resolving grievances, and other human resources related issues; updating the CMS with documents and statutory language; processing financial transactions; processing requisitions and actions for hires, terminations, and other personnel changes; assisting the Legal Office Supervisor with budget preparation; and performing the major tasks of subordinate Legal Services Specialists as needed during heavy workload demands. This position may serve as the System Security Officer (SSO) with responsibility for monitoring and securing the use of the Arizona Criminal Justice Information System (ACJIS) and Arizona Department of Transportation (ADOT) terminals to ensure compliance with operating standards. This class performs other duties as required.

**Distinguishing Features:** This classification differs from the Legal Office Supervisor classification by the latter having responsibility for the management and oversight of administrative and legal support functions for the entire City Prosecutor’s Office rather than a singular team. This classification is expected to exercise considerable initiative and independent judgment and make decisions in resolving day-to-day problems within the team, even when clear-cut guidelines are not available. This class is supervised by the Legal Office Supervisor who reviews work for compliance with legal standards and policies through reports, conferences, and overall results achieved. This class is FLSA exempt-administrative.

### 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 an accredited college or university with an Associate’s Degree in Public

or Business Administration, Criminal Justice, English, or related field. 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 or lead experience **OR** 2 years of 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**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates tactfully and courteously by phone, in-person, or email with City Prosecutor's Office staff, City Management, other City employees and public officials, and the general public by providing necessary information; explaining and interpreting rules, regulations, practices, and policies of the department; and following through on problems. Interacts with angry, confused, and hostile persons to explain court procedures. Using considerable discretion and/or judgment, prepares periodic and special reports regarding team activities by compiling data regarding type and number of cases processed, processing time, accuracy ratio, and condensing into a concise informative document. Represents the division's perspective on various City committees. Acts as a liaison between professional and support staff in processing work and resolving problems. Responds to requests for information regarding office, department, and City functions. Coordinates and conducts staff meetings. Composes correspondence, reports, schedules, minutes, agendas, and statistical worksheets. Prepares team operating policies and procedures, implements changes to team processes as needed, and assists the Legal Office Supervisor in the design and implementation of new office-wide procedures. Trains subordinate employees on City and Department-specific policies and procedures (example: computerized records system usage, Driving Under the Influence (DUI) laws, domestic violence laws, confidentiality requirements, and Victim Rights Legislation). Facilitates process improvement teams.

**Manual/Physical:** Compiles various legal materials and assists Prosecutors on complex, high profile, and conflict cases. Operates a variety of standard office equipment (personal computers [PCs], copiers, fax machines, multiple phone lines, digital recorders, duplicating machines) to draft, acquire, process, and disseminate information and to monitor work in progress, prepare performance appraisal forms, and to ensure quality service in support of the City Prosecutor's Office. Enters data or information into a PC to draft documents, generate reports, and correct data to ensure the accuracy and integrity of the information. Participates in the selection of applicants for hire, including application review and interviewing. Maintains office files, including personnel workstation files. Designs and establishes

operating procedures and systems, and training programs for efficient office operation and continuous quality improvement. May instruct and/or train team members and/or customers in specific computer applications. Troubleshoots equipment problems. Performs physical inventories and/or monitors levels of inventory, and orders or purchases supplies needed to ensure adequate stock levels are maintained. Meets scheduling and attendance requirements.

**Mental:** Monitors workflow and plans, prioritizes, organizes, and delegates work assignments for staff. Reviews the work product of Legal Services Specialists and administrative support staff to evaluate performance and 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. 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. Monitors and secures the use of the ACJIS and Arizona ADOT terminals to ensure compliance with prescribed operating standards and regulations. Maintains confidentiality and security of records and information. Resolves citizen complaints. Promotes team interaction to resolve issues among staff. Coordinates the requests for support tasks from several different areas/supervisors. Assists the Legal Office Supervisor in the preparation of the annual budget. Prepares personnel transactions, justification memos, and other personnel related items. Develops and evaluates operating procedures. Inspects payroll records, time sheets, travel reports, etc. to ensure conformance with Department standards. Performs informational research involving the compilation of data. Participates in evaluating new equipment and systems. Coordinates office remodeling and equipment maintenance. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings. Assists in developing office-wide short- and long-term objectives and project plans. Assists in the prioritization of projects and the implementation of requests sent to DoIT. Confers with DoIT and other personnel to arrive at consensus on project/service-related decisions and priorities.

**Knowledge/Skill/Abilities:**

Knowledge of:

legal terminology, principles, procedures, forms, and documents used in legal administrative work;  
legal procedures and practices involved in composing, processing, and filing a variety of legal documents;  
the policies and practices of the judicial system, City ordinances, state statutes, and appellate procedure;  
the procedures, functions, and interrelationships of the criminal justice system;  
operating policies and procedures of the assigned unit of the City Prosecutor's Office;  
the principles, practices, and methods of supervising, training, and evaluating employees;  
division personnel processes;  
division-wide communication and project teams;  
the principles of public finance, personnel management, policy creation, and budget preparation;  
proper business English, spelling, grammar, and arithmetic;  
modern office practices, procedures, and equipment operations;  
modern office management practices and procedures;  
personnel selection and training methods;  
computerized systems used by the City Prosecutor's Office;  
data processing procedures, operations, data flow and records maintenance;

the principles and techniques applied in systems analysis for the purpose of developing and/or analyzing computer applications, automated systems, and business processes;  
database organization, access, and retrieval techniques;  
project management techniques in a team environment;  
team concepts within a continuous improvement environment; and  
customer service and public relations techniques;

Skill in PC software applications.

Ability to:

perform legal work involving the use of independent judgment and initiative;  
maintain confidentiality and security of legal records and information;  
provide general management support;  
write clearly and concisely, and give oral and written presentations of ideas;  
identify current and future information processing and functional needs;  
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;  
plan, organize, assign, and review the work of support and/or paraprofessional staff;  
explain policies, rules, and regulations to employees;  
develop team interaction and facilitate continuous quality improvement teams;  
perform informational research involving the compilation of data;  
handle adverse critical and confrontational situations in a stressful environment;  
perform special projects as assigned; and  
establish and maintain effective working relationships with management, coworkers, subordinates, personnel from other departments and agencies, 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.

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PAY GRADE: 50

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