

LEGAL OFFICE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Legal Office Supervisor is responsible for performing diverse and complex professional administrative work in support of the City Attorney's Office or the City Prosecutor's Office. Responsibilities include: providing administrative support to the City Attorney/City Prosecutor and managing office operations; supervising paraprofessional and clerical support staff; prioritizing and delegating essential tasks; measuring and evaluating work performance; developing training curriculum and conducting training sessions for office staff; recruiting volunteers; establishing and administering office management policies and procedures; researching and determining current needs of the office; developing innovative practices including the use of technology to improve processes; and resolving operational and procedural issues. The Legal Office Supervisor is responsible for preparing and administering the annual Department budget, which includes inputting financial data into the system during the annual budget process; preparing monthly budget reports to present and review with management as well as quarterly reports for City Council; and monitoring budget funds. Additional duties include: serving as the Human Resources liaison for the office to assist with recruitments and personnel issues; maintaining daily calendars for the City Attorney/City Prosecutor; coordinating all management, supervisor, and Department staff meetings; performing and preparing statistical analyses and reports; preparing correspondence, reports, letters and memos; performing administrative, training and technical systems analysis work to maintain the Department's computer information systems through coordination with the City's Information Technology Department; administering and managing vendor contracts and program audits; managing special projects; resolving difficult public contact situations; and meeting with members of the public, the Mesa Municipal Court and other City departments. This class is responsible for performing other related duties as required.

City Attorney's Office Assignment: Oversees the preparation of Resolutions and Ordinances to go before the City Attorney and City Council for review and approval; manages, maintains, and administers the electronic systems for filing, legal calendaring, and litigation claims tracking; coordinates with the Information Technology Department to ensure new computer projects interface with the City Attorney's Office electronic filing system and claims tracking system; and administers contracts including legal research materials and electronic research databases.

City Prosecutor's Office Assignment: Responsible for project and program coordination of high-profile or highly confidential Special Conflict cases; project and program coordination duties include: coordinating, preparing, organizing, and tracking conflict cases referred to and received from other jurisdictions; acting as primary contact for problem resolution and information dissemination; obtaining documentation of prior police contacts, certified records, subpoenas, witness interviews, and motion/responses; updating and providing status reports to the City Prosecutor; manages, maintains, and administers the electronic case management system; maintains Police Officer profiles and tracks any special investigations within the case management system; coordinates with the Information Technology Department to ensure new computer projects interface with the Municipal Court's case management system, Police Department systems, and other related systems; and serves as the Security Systems Officer responsible for compliance with the Arizona Criminal Justice Information System (ACJIS) as well as systems for the Department of Public Safety (DPS) and the Arizona Department of Transportation (ADOT).

Distinguishing Features: This class reports directly to either the City Attorney or City Prosecutor who reviews work through conferences, reports, and results achieved. Work is performed with considerable independence. The nature of the work requires the ability to handle stressful situations and to effectively interact with staff, attorneys, members of the public, the court, and employees in other City departments. A Legal Office Supervisor exercises considerable discretion and judgment in handling sensitive and confidential legal matters and personnel issues. 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 a Bachelor's Degree in Public or Business Administration, Accounting, Finance, Law, English, or related field. Considerable (3 - 5 years) progressively responsible experience working in a law office or related environment providing familiarity with legal procedures. Considerable (3 - 5 years) supervisory or lead experience. Experience with personal computer (PC) software applications (example: word processing, spreadsheet, database).

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 (*Prosecutor's Office Assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Extensive (5+ years) experience in the legal field with exceptional working knowledge of the legal system (and court operations for the Prosecutor's Office assignment) is preferred. Good (1 - 3 years) office management and/or program or project coordination experience is highly desirable. Good working knowledge of the legal system and court operations is preferred. A Master's Degree in Public or Business Administration is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, and other criminal justice agencies in order to provide information on policies and procedures, resolve problems, and coordinate processes. Instructs and/or trains subordinates and attorneys regarding processes, policies and procedures. Deals tactfully and courteously with the public, including citizens making complaints or requesting services, both in person and on the telephone, by providing necessary information and following through on problems and conflicts. Consults with and advises the City Attorney or City Prosecutor regarding issues or problems affecting the office. Gives oral presentations on assigned programs and projects. Prepares written documents including: reports, justification memos, procedures, and letters with clearly organized thoughts and using proper sentence structure, punctuation, and grammar.

Manual/Physical: Operates computerized records systems by entering narrative and statistical information and accessing specialized databases within computer systems used by the City Attorney's

Office, City Prosecutor's Office, Mesa Municipal Court, and the Mesa Police Department to obtain litigation and/or criminal information. Uses word processing software for a variety of legal purposes such as responses, memoranda, subpoenas, and grant applications. Meets scheduling and attendance requirements.

Mental: Researches and analyzes data to make recommendations to management. Comprehends and makes inferences from written material, including budget expenditures, statistical and demographic information, project trends, Arizona Revised Statutes, and City ordinances, etc. Prioritizes work assignments. Reviews the work of others to ensure conformance to departmental standards. Coordinates work activities with other City departments and/or other criminal justice agencies. Develops office policies and procedures, and short- and long-term objectives. Prepares the budget by evaluating future needs. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Knowledge/Skills/Abilities:

Knowledge of:

modern management techniques, and the principles and practices of public administration and governmental organization;
team concepts with a continuous improvement environment;
professional-level research techniques, methods, and procedures;
statistical methods used in public administration;
principles, practices, and methods of employee supervision, training, and evaluation;
principles of public finance, organizational development, personnel management, policy formation, and budget preparation;
cost accounting procedures and practices with regard to program budgeting;
principles, practices, techniques, and terminology associated with the specific area of assignment;
specialized computer software applications within each assignment;
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;
standard legal references and their contents;
the policies and practices of the judicial system, City ordinances, state statutes, and appellate procedure;
procedures, functions, and interrelationships of the criminal justice system; and
knowledge of records management principles, data processing procedures, and data flow.

Skill in:

effectively communicating with the public in adverse situations;
organizing a program; and
giving oral presentations.

Ability to:

write clearly and concisely, and give oral and written presentation of ideas;
explain technical budgetary problems in simple, non-technical language;

analyze situations carefully and adopt an effective course of action;
evaluate and develop business systems and procedures;
maintain confidentiality and security of records and information;
effectively manage confidential personnel issues;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions; and
establish and maintain effective working relationships with City officials, department managers,
coworkers, vendors, citizens, and other government officials.

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 this job change.

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INCREMENTS 47-200

PAY GRADE: 52

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