

CLASS SPECIFICATION
Law Office Administrator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, exercises direct supervision over supervisory, professional, technical, and legal support staff and manages day-to-day administrative operations of the City Attorney's Office; coordinates assignment of new cases and staff resources to support legal staff; oversees development and administration of the Office budget, technology support and related services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Law Office Administrator is responsible for supervising legal and office support staff and participating in providing complex and responsible administrative and office support functions requiring a thorough knowledge of City Attorney and court procedures and precedents. The incumbent also performs difficult, diverse and sensitive duties in support of the City Attorney and legal staff.

Law Office Administrator is distinguished from other administrative supervisor classes by the incumbent's required knowledge of law office management, local, state, and federal laws, legal proceedings, and administration practices and procedures, and experience in performing a variety of complex and difficult legal secretarial services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; manages general day-to-day functioning of the City Attorney's office; with staff, develops, implements and monitors work plans to achieve Office mission, goals and performance measures; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to office support responsibilities; distributes changes and ensures staff understands and complies with local, state and federal laws.
2. Provides high-level executive and policy support to assist the City Attorney in planning, directing, monitoring and evaluating the work of supervisors and staff; assist in developing, implementing and monitoring programs and initiatives to achieve bureau mission, goals and performance measures.
3. Participates on the bureau's management and/or leadership teams; performs problem-solving for bureau management problems and issues; advises City Attorney on various office and staff issues.

4. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions; assists in screening and hiring of all attorneys; negotiates rates with employment agencies for temporary personnel.
5. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and Office's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
6. Oversees the new case assignment system; reassigns cases to balance workloads and ensure appropriate staffing of individual legal matters; opens, updates and closes case files.
7. Provides complex administrative support to Office staff; approves office expenditures and negotiates services and costs with vendors; reviews and docket incoming mail; drafts and finalizes correspondence and pleadings; creates and enforces administrative office policies; prepares drafts of legal documents, ordinances and Code revisions from written or dictated materials; formats materials to meet applicable court rules, legal and office standards and guidelines; creates office templates and forms; and provides computer troubleshooting assistance.
8. Receives citizen inquiries and provides oral and written responses to citizens, media representatives, City employees and elected officials.
9. Generates reports for the City Attorney on budget issues and case status; assists City Attorney in generating status reports for the Mayor Council, and bureau management; gathers and compiles statistics on budget and finance issues.
10. Serves on a variety of committees involved in strategic planning for the bureau and City.
11. Assists in communication with City Bureaus and the public.

OTHER DUTIES

1. Maintains the legal library; orders library material, subscriptions and updates; approves expenditures; routes periodicals.
2. Provides backup as required for all non-attorney positions.
3. Notarizes documents as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Law office administrative and management practices and procedures.
2. Terminology, forms, documents, and local, state, and federal court rules and requirements used in legal practice and proceedings.
3. Legal reference materials and their contents.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
5. Interpret information and situations and make recommendations in accordance with applicable policies, regulations and guidelines.
6. City organization, ordinances, rules, policies, procedures, relating to the administration of a City bureau.
7. Basic functions of public agencies, including the role of an elected Council and appointed boards and commissions.
8. The uses of word processing and specialized legal software applicable to the management of a law office.
9. Record keeping, filing and purchasing practices and procedures.
10. Principles and practices of effective supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Operate a computer and word processing software and other standard office equipment.
2. Type accurately at a speed necessary to meet the requirements of the position.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
5. Train others in work processes and procedures.
6. Organize, research and maintain complex and extensive legal and office files and calendars.

7. Compose correspondence and prepare standard legal documents from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Maintain sensitive and confidential information.
11. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people, outside legal counsel and litigants.
12. Establish and maintain highly effective working relationships with City officials, staff and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of increasingly responsible office administrative or secretarial experience, at least three of which were in a law office or legal department; or an equivalent combination of training and experience. Experience in a municipal government setting is highly desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

A valid State of Oregon Notary Public license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 09-05-07 – revised description

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0924 ADMINISTRATIVE SUPERVISOR III. Adopted: 07-01-92

June 2009 - Change Job Class number from 7487 to 30000600, due to system change.