

**CLASS SPECIFICATION**  
**Legal Assistant Supervisor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, supervises and participates in the work of the City's staff of legal assistants; independently performs technically difficult legal support functions; develops and updates forms and templates used office wide to prepare legal documents; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Legal Assistant Supervisor is a single incumbent classification that is responsible for supervising a staff of legal office support personnel, as well as the procedural training and orientation of all newly-hired City attorneys and their assigned legal assistant in forms, templates and filing systems. The Legal Assistant Supervisor reviews the work of legal assistant staff and performs complex, specialized legal administrative support tasks requiring a thorough knowledge of legal procedures and terminology. The incumbent is expected to work independently and manage a large volume of legal support duties, often under stringent deadlines with competing priorities.

Legal Assistant Supervisor is distinguished from Senior Legal Assistant in that an incumbent in the former class is responsible both for supervising a group of Legal Assistant staff and performing technically difficult legal support functions and other difficult, specialized administrative functions that support office-wide operations.

Legal Assistant Supervisor is further distinguished from other City administrative supervisor classes in that an incumbent in the former class is required to understand and apply legal terminology and knowledge of state and federal court rules and procedures applicable to a wide variety of civil litigation.

**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, schedules, coordinates, supervises the day-to day activities of legal assistant staff; develops, implements and monitors work assignments to achieve division mission, goals and performance measures; participates in developing division budget; participates in developing plans, policies, systems and procedures applicable to unit responsibilities.
2. 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 merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, and human resources policies.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Provides advanced legal support during trials; oversees complex and highly time-sensitive support functions of trial work group (legal assistant, paralegal, attorneys); manages administrative processes including filing deadlines, document updates and changes, jury instructions, and responses to judges; oversees trial work of assigned legal assistant, reviewing for and ensuring accuracy of documents and submissions; available on-call throughout trial for document changes and procedural needs.
5. Informs staff of changes to administrative rules and forms; modifies current forms or creates new forms to implement required changes; develops templates, forms and materials for use by other legal assistants; monitors relevant Court procedures, laws and rules relative to document, form and procedural changes affecting office; translates and incorporates required changes and/or enhancements to forms and procedures as the result of Court rulings; educates attorneys and office staff on pertinent legal developments; trains staff as required changes are implemented.
6. Assists attorneys with technical research, document control and analysis; contacts City bureaus and other court and governmental agencies to obtain legal documents; verifies legal citations in prepared documents; researches records requests; reviews statutes, case law and case histories to draft legal pleadings
7. Maintains master trial/docket calendars for City Attorney's office; inputs docketing information for assigned attorneys into database; creates and distributes monthly case/trial docket used in City's Attorney Office, Risk Management and Portland Police Liability; delegates personnel resources for upcoming trials, arbitrations and mediations based on master trial/docket calendars.
8. Assigned to lead litigation attorney; schedules and confirms appointments for interviews and conferences between parties; arranges and schedules depositions, including scheduling court reporters, subpoenaing witnesses, noticing deponents and reserving conference rooms; provides weekly case updates and updates case lists; makes arrangements for and assists expert witnesses.
9. Provides procedural training for all attorneys new to office; assists in implementation of organizational and filing systems and facilitates assignment of dedicated legal assistant; assists in transitioning new attorneys by incorporating their previous business practices into City's unique legal environment; evaluates attorney's legal assistant needs and expectations; analyzes their file and case management styles and customizes them to fit into existing office structure; establishes expectations for working relationship between attorneys, legal assistants and paralegals.
10. Assists staff attorneys by preparing legal documents, maintaining case files and carrying out trial support activities expeditiously and accurately; creates drafts of legal documents, contracts and correspondence from written or dictated materials; formats materials according to applicable court requirements and legal and office standards; drafts and files Motions; receives and processes action correspondence and prepares reminders to supervising attorneys; prepares ordinances, Code revisions and resolutions according to City Council formatting guidelines; drafts subpoenas for records and witness appearances; prepares trial notebooks and chronological summaries.

11. Maintains legal and technical files; designs and maintains cross-reference filing index and reminder systems for legal staff and client bureaus; updates case files with prepared and received documents and closes files; prepares witness files; maintains administrative and legal volumes; replaces outdated information with current information supplied by attorneys or administrative staff.

#### **OTHER DUTIES**

1. Performs basic accounting; monitors litigation expenditures; approves invoices for payment.
2. Serves on special City committees and task forces as appointed by the City Attorney.
3. Performs notary public duties.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of effective supervision.
2. Principles and practices of civil and administrative law applicable to practice as a legal assistant.
3. State and federal court procedures and rules, including advanced use of electronic case filing.
4. City human resources policies and administrative rules.
5. Office administrative practices and procedures.
6. Principles and practices of sound legal communication; correct English usage, including spelling, grammar and punctuation.
7. Law office administrative practices and procedures.
8. Terminology, forms, documents and court rules and requirements used in legal practice and proceedings.
9. Legal reference materials and their contents.
10. Statutory deadlines for responding to and/or filing pleading documents.
11. Methods and techniques of legal research and investigation.
12. State and City regulations regarding the maintenance and disclosure of public records.

##### **Ability to:**

1. Plan, supervise and coordinate the work of assigned staff.
2. Evaluate work processes and recommend and implement improvements.
3. Operate a computer and word processing software and other standard office equipment.
4. Make advanced uses of word processing software to produce competent legal documents.

5. Type accurately at a speed necessary to meet the requirements of the position.
6. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
7. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
8. Organize, research and maintain confidential legal and office files and calendars.
9. Compose correspondence and prepare standard legal documents from brief instructions.
10. Communicate clearly and effectively orally and in writing.
11. Prepare clear, accurate and concise records and reports.
12. Maintain sensitive and confidential information.
13. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people, outside legal counsel and litigants.
14. 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 five years of progressively responsible legal assistant experience, (preferably including supervisory experience); or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

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

**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: 03-29-07 Created new classification Legal Assistant Supervisor 7471.  
June 2009 - Change Job Class number from 7471 to 30000829, due to system change.  
March 2011 – Updated language to class spec