

**CLASS SPECIFICATION**  
**LEGAL ASSISTANT SUPERVISOR**

**PAY GRADE: 57**  
**CLASS CODE: 30003078**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Manager within the City Attorney's Office. Under general direction, supervises legal assistant staff, and provides specialized support to designated attorneys within the City Attorney's Office.

Responsibilities include: supervising Legal Assistant positions; providing ongoing training to existing employees; training new employees; performing complex specialized legal administrative support services requiring advanced skills and knowledge of legal theories, research and terminology.

**DISTINGUISHING CHARACTERISTICS**

Legal Assistant Supervisor a supervisory-level classification.

Legal Assistant Supervisor is distinguished from Legal Assistant in that the former is responsible for supervising legal assistant staff in addition to performing difficult and complex legal assistant work.

Legal Assistant Supervisor is distinguished from the Paralegal Supervisor in that the latter provide advanced legal support to Attorneys, including supervising paralegal staff and performing complex paralegal work.

Legal Assistant Supervisor is distinguished from the Supervisor series in that the former is responsible for providing specialized administrative support to the City Attorney's Office in addition to supervising Legal Assistant staff.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recruit, hire, schedule, assign work to, and supervise legal assistant staff; determine Legal Assistant and Attorney assignments; provide or coordinate training; create a positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Prepare agendas and conduct monthly legal assistant staff meetings; create and distribute minutes; provide training during meetings; share new information to enhance skills.
3. Assist with the oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
4. Organize and maintain files applying knowledge of legal procedures, terminology, and state and federal court rules and procedures.
5. Organize case and project files; organize files for case closure and archiving following Bureau/Office policies and procedures and City archiving retention schedules.

6. Transcribe dictations, including letters, memos, pleadings, briefs, reports, ordinances, resolutions, and City Council documents.
7. Draft and prepare legal documents, including discovery documents, deposition summaries, pleadings, subpoenas, settlement documents, ordinances, resolutions, City Code revisions, memoranda, reports, and other notices and correspondence.
8. Contact opposing counsel when appropriate; prepare exhibits and exhibit binders for attorneys and judges; submit final pleadings as required by Court rules; prepare appellate and labor post-hearing briefs.
9. Schedule meetings with attorneys, City staff, outside attorneys, witnesses, and other parties.
10. Update and maintain case status and associated actions and deadlines in litigation software program and calendars; notify attorneys and paralegals of deadlines; maintain attorney case lists.
11. Consult with attorneys and paralegals to discuss cases and prepare for arbitration or trial; create attorney trial and related notebooks; contact witnesses and schedule pretrial and trial appearances.
12. Respond to inquiries and requests from City staff and the public; respond to public records requests.
13. Monitor relevant statutes, rules, and procedures; incorporate required changes to forms and procedures; education attorneys and office staff on pertinent legal developments.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction by a Manager within the City Attorney's Office.

Directly supervises a minimum of four (4) employees, including Legal Assistant positions.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of federal, state, and local laws, statutes, regulations, and ordinances, including civil, administrative, labor, employment, and environmental law.
2. Thorough knowledge of law office administration, court procedures, rules of evidence, public records laws and practices, and courtroom hearing procedures.
3. Thorough knowledge of legal terminology, forms, documents, and electronic filing.
4. Knowledge of principles and practices of leadership, business communication, public administration, and program evaluation.
5. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
6. Ability to produce legal documents and proofread and edit drafts for spelling and grammar.
7. Ability to prepare clear, accurate, concise, and persuasive pleadings, reports, correspondence, and other written materials.
8. Ability to organize and maintain legal files, cases, and calendars.
9. Ability to read and understand procedure manuals and medical, legal, and police reports.
10. Ability to maintain sensitive and confidential information.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
12. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. Ability to communicate effectively, both verbally and in writing.
14. Ability to utilize City-specific technology and general office software, including litigation software.
15. Ability to prioritize a large volume of legal support duties including conflicting requests, fluctuating workload, and competing deadlines; work independently and under pressure.

## **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED;

AND

**Experience:** Ten (10) years of progressively responsible legal administrative experience including three (3) years in a supervisory role.

### **Special Requirements and/or Qualifications:**

None.

### **Preferred Qualifications:**

Completion of a legal administrative assistant program.

Experience working for a public agency providing legal administrative services in a supervisory role.

Bachelor's degree from an accredited college or university.

Notary Public for State of Oregon certification.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: