



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
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POSITION DESCRIPTION

Job Title: Chief Administrative Supervisor – Legal
Department: County Legal Counsel
FLSA Status: Exempt
WC Code: 8810
Effective Date: December 13, 2017
Last Revised:
Pay Grade: NU16
Union: Non-Union (Confidential)

SUMMARY

Under the general direction of the County Legal Counsel, this position has overall responsibility for office and work flow management in the office of County Legal Counsel, coordinating work assignments for attorneys and daily duties of support staff. The Chief Administrative Supervisor provides oversight and direction to other county departments in all matters related to administration of the Office of Legal Counsel. The person in this position plans and develops office procedures, develops and tracks internal schedules and deadlines, and develops and manages the departmental budget; serves as the office liaison with other County departments, other attorneys and constituents; analyzes and assigns appropriate priorities to questions from other county departments, other attorneys, and the public, performs a variety of technical and analytical work involved in the implementation and delivery of legal services to county departments; and recommends and implements policies and procedures, and performs other duties as required.

The position of Chief Administrative Supervisor is distinguished from the Legal Administrator and Paralegal classifications by the degree of independent planning, the greater degree of complexity of administrative and technical duties undertaken, project supervision and management required. The position requires extensive knowledge and experience in prioritizing, docketing and tracking legal work for attorneys and other staff, as well as tracking progress on related work in other county departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in the classification will not necessarily involve all of the duties listed, and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

Essential functions may include the following duties and responsibilities, knowledge, skills and other characteristics. Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification.

1. Facilitates and coordinates work flow within the Legal Counsel's office, relieving the county attorneys of administrative detail. In cooperation with attorneys, maintains a schedule of work flow within the Legal Counsel's office and responds to inquiries regarding project status. Coordinates agenda preparation for the Board of Commissioners Legal meetings, including assembling, tracking and monitoring agenda items; attends meetings with Board of Commissioners on matters involving Legal Counsel.

2. Performs a wide variety of administrative duties for County Legal Counsel, including accompanying or representing Legal Counsel at various meetings, taking meeting minutes, and providing follow-up for requested action items.
3. Acts as liaison with other county departments and with the Board of Commissioners; answers questions and assists other County departments in following county policies and procedures; supervises preparation of documents for Board action; tracks progress of matters before the Board of Commissioners involving Legal Counsel.
4. Performs complex and technical research, both legal and factual, using both online databases and traditional print resources. Tracks court decisions in reported cases; researches statutes, ordinances and proposed legislation; under general supervision of attorneys, drafts legal documents including pleadings, contracts, leases, and memoranda, orders, resolutions and ordinances for review by attorney; reviews documents prepared by other staff members for accuracy.
5. Prepares correspondence, files, reports, and other written documentation; generates, reviews, processes and monitors documents such as contracts, agreements, bids, grants, petitions, pleadings, and public notices; manages specialized files and records; assembles agency record for Land Use Board of Appeals cases, and other administrative appeals; assists in monitoring deadlines; assists with the prosecution of land use enforcement actions; prepares documents necessary for the acquisition, sale and management of the county's real property; ensures electronic and physical files are adequately created, tracked and maintained; assists with the timely and accurate processing of public records requests; provides research and prepares documents necessary for formation of special taxing districts; prepares and monitors grant documents for compliance with state and federal law; acts as county contact person to outside grant administrators; prepares pleadings and monitors county tax foreclosure; assists in writing ballot titles; reviews contracts for compliance with public contracting rules; assists County departments in drafting Request for Proposals and Invitation to Bid documents and in complying with public contracting rules.
6. Prepares and monitors the department's budget and expenditures; uses established policies, methods and procedures to purchase supplies, materials or equipment and provide required documentation; assures that appropriate fiscal records and reports are accurately prepared and maintained.
7. Coordinates the department's personnel administration function by maintaining personnel records; assists in the interview and selection process and training of office staff. May recruit, train or coordinate volunteers. Assists in training support personnel in the County Commissioners' office. Trains, supervises, directs, and evaluates the activities of assigned support personnel in the Legal Counsel's office; makes work assignments, assists in the preparation of manuals and instructions; provides training on daily responsibilities and for special assignments or projects, provides input on performance evaluations; approves vacation requests, providing for work coverage as needed.
8. Remains current on legislation, legal requirements and ordinances affecting County/department operations and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements. Conducts research of legislative history as requested by attorneys.
9. Provides input in the development of office procedures.
10. Performs Legal Secretary duties as needed.
11. Trains the Paralegal, Legal Secretary, Property Manager and certain administrative staff in other county departments regarding how to process matters that involve the Legal Department.
12. Performs related duties and responsibilities as required.

SUPERVISORY RESPONSIBILITIES

Plans work assignments and supervises work progress of a wide variety of clerical, secretarial and administrative functions. Reviews work product of Legal Counsel staff and attorneys for accuracy; supervises preparation of legal documents, correspondence and other documents. Participates in the interviewing, hiring, and evaluation process; conducts employee training; assigning and directing work of subordinate employee; makes recommendations on hiring and termination of subordinate employee(s).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

The functions of this position require a high level of skill in the practices and procedures of a municipal government legal office. Among the specialized skills and knowledge required are:

1. Advanced knowledge of legal terminology, the court systems, and legal databases; methodology, concepts and practices of legal research.
2. Knowledge of municipal law issues such as public meetings, public records, ordinances, contracts and elections; hearing process and procedures.
3. Thorough knowledge of county government and the functions and responsibilities of the office of the county counsel; knowledge of county programs, functions, and organizational structure; knowledge of county policies and procedures.
4. Thorough knowledge of English composition, grammar, spelling, and punctuation; knowledge of computerized record keeping systems, as well as word-processing and spreadsheet formats.
5. Knowledge of the principles of budget preparation, analysis, monitoring, and expenditure control; principles of supervision and modern personnel management.
6. Use of independent judgment; practices and techniques of team work; ability to handle confidential information.

EDUCATION AND EXCPERIENCE

Associate's degree from an accredited college in a legal-related field or equivalent, and at least five (5) years of increasingly responsible paralegal or executive level administrative work experience, preferably in a local or state government setting or in a public agency or private law firm. A satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

JOB IMPACT

The consequences of error could result in legal actions against the County, including monetary damages, and embarrassment of County elected officials and other department heads.

JOB CONTACTS

This position requires contact with County Departments, State, Federal and other County agencies, attorneys, the public, and social service agencies for referral.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common and technical journals, financial reports, and legal documents; high level of skill in oral and written communication. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Must be able to comprehend and interpret a variety of written materials and to work effectively with other departments, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize,

schedule and coordinate office operations. Must have a thorough knowledge of office equipment, and their use, including but not limited to computers and industry standard software.

CERTIFICATES, LICENSES, REGISTRATIONS

None

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>