



LEGAL OFFICE SUPERVISOR

DEFINITION

Under general supervision performs administrative, secretarial, and technical work in support of City Attorney Criminal Division administration; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is assigned to the City Attorney's Office reporting to the Legal Administrator and having responsibility for supervising Legal Secretaries, Criminal Justice Clerks, and clerical staff; and performing duties in support of City Attorney Criminal Division administration.

EXAMPLES OF ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

1. Plans, directs, coordinates, trains, and evaluates the work of technical and clerical staff that provides legal support to the Criminal Division of the City Attorney's Office.
2. Acts as the Terminal Agency Coordinator (TAC) from the City Attorney's Office for the Nevada Criminal Justice System.
3. Coordinates office procedures with Municipal Court and Police Records office procedures.
4. Regularly consults with head of Criminal Division and Legal Administrator to verify and establish procedures that support the goals and objectives of the City Attorney's Office.
5. Researches problem areas and recommends solutions; evaluates work flow and productivity and recommends such changes as are necessary to maximize productivity.
6. Responsible for Criminal Division financial transactions, such as witness fee payments, discovery financial transactions, payment requisitions, and monitors office supply purchases.
7. Ensures the proper processing of correspondence and records, maintenance of files and logs, and the proper safeguarding of information; acts as a custodian of records and files of the Criminal Division of the City Attorney's Office.
8. Answers questions from the public and other agencies concerning City Attorney Criminal Division policies and procedures; resolves unusual complaints; provides information to the public or agencies in accordance with established City attorney policy and public law.

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9. Reviews and monitors the preparation and filing of Show Cause documents and Bond Forfeiture documents for Municipal Court.
10. Oversees and monitors the field Petit Larceny incident process.
11. Reviews and processes Affidavits for Warrant received from the Henderson Police Department.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of: City Attorney Criminal Division procedures and office operating procedures; supervisory practices and procedures, Terminal Agency Coordinator responsibilities, practices and procedures; records and file management including office automation; and computer software used in the legal field.
- Ability to:
 - supervise, train, and evaluate technical and clerical employees; establish office objectives that are consistent with City Attorney goals and objectives; operate office equipment;
 - effectively resolve complaints and problems concerning the public; communicate effectively, both verbally and in writing; establish and maintain cooperative working relationships;
 - ensure that legal documents, correspondence, records, and files are processed and secured;
 - perform specific program activities;
 - act as liaison between the City Attorney's office and the Control Terminal Agency (CTA); establish internal written procedures, including a written policy for discipline regarding compliance with the latest Criminal Justice Information System security policies; secure and submit finger print cards for all TAC operators; arrange for all system training; ensure the NCJIS/NCIC validation process is completed by the prescribed due date; monitor terminal use, enforce system discipline and assure that policies are followed; provide advance notification of any changes in location of terminal equipment/devices or discontinue or alter service; assign unique operator identifiers; train an Assistant Terminal Agency Coordinator to assist with TAC duties; ensure that all current policies, changes in policies and procedures regarding the system are maintained, distributed and available to all personnel; maintain and make available complete, accurate and up-to-date manuals of all systems; cooperate and give assistance to the NCJIS Audit Staff with required or directed compliance audits whenever necessary; and ensure immediate removal of terminal operators who no longer require access to the system.
- Proficient in computer systems and capabilities.

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MINIMUM QUALIFICATIONS

Education, Training and Work Experience

Bachelor's Degree from an accredited college or university with a major in Public Administration, Business Administration, Criminal Justice, or Records Management **OR** an equivalent combination of closely related training, education, and work experience which includes at least two (2) years of progressively responsible experience in a government law office and one (1) year as a Terminal Agency Coordinator or Assistant Terminal Agency Coordinator for the Nevada Criminal Justice System.

Special Requirements/Licenses and Certificates

Possession of, or the ability to obtain, certification as a Terminal Agency Coordinator for the Nevada Criminal Justice System. Must possess a Nevada Driver's License at the time of appointment and maintain an excellent driving record.

Physical Characteristics

- Vision sufficient to read laws, ordinances, rules, regulations, policies, procedures, reports, laws, legal decisions, legal opinions, business correspondence, computer screens, audio visual materials, and other documents encountered in the course of work.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Mobility sufficient to safely move in an office environment and in meeting rooms, and travel to locations throughout Henderson, Las Vegas, and out-of-state.
- Dexterity sufficient to operate office equipment including computers.
- Strength sufficient to lift, move, and carry office materials and promotional materials and equipment.
- Endurance sufficient to sit, walk, and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

Work Environment

Primary work environment is in a climate controlled office setting.

FLSA Status

This is a salaried classification assigned to the Professional Wage Schedule and exempt from the overtime provisions of the Fair Labor Standards Act.

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Approved by City Council: 10/04/05