

PARALEGAL SUPERVISOR

NATURE AND VARIETY OF WORK

Incumbents supervise and direct a group typically composed of Paralegal Assistants. Incumbents interact with officials or representatives of other agencies as well as the general public in procuring or furnishing information, clarifying questions, explaining provisions of laws, regulations, policies and procedures, and program operations. Work is performed under the general supervision of an attorney or an administrator.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate Paralegal Assistants as defined in the Personnel Law Section 16-102(59).

Performs highly responsible legal/administrative services in support of a Deputy or Administrator.

Supervises and trains a small group of Paralegal Assistants to insure that work flow is accurate and prompt.

Coordinates a variety of legal activities, special projects and functions.

Plans, reviews and modifies office procedures and designs forms to insure that the most efficient methods are utilized.

Performs complex research regarding agency programs or cases.

Handles confidential materials from supervisor to guarantee information flow is accurate and comprehensible without disclosure to unauthorized personnel.

Appears in court to testify as to case facts and data.

Compiles data and statistics regarding the status of cases processed in the specialty area to which assigned; prepares detailed reports/memoranda.

Assists in overseeing the operation of the agency's computerized system.

Responds to difficult complaints, general inquiries and referrals.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of general law, regulations, legal procedures and terminology, pertinent agency and court decisions and departmental policy.

Thorough and detailed knowledge of various sources of legal and technical reference material and computerized research systems.

Ability to supervise personnel engaged in performing legal support work.

Ability to direct the preparation of instructional and informational legal material for agency officials and others.

Ability to communicate both orally and in writing with officials in the agency and in other departments, attorneys and the general public.

Ability to make difficult and responsible legal administrative decisions.

Ability to establish and maintain effective working relationships with others.

Ability to compile and interpret basic statistics.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with major course work in one of the social sciences, law, paralegal, public or business administration with three (3) years pertinent paralegal experience; or an equivalent combination of education and experience.

NEW: 10/88

REVISED: CB-62-1992