

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED NOVEMBER 2003  
SALARY SCHEDULE: #85  
RANGE: 17.50  
SCHOOLS LEGAL SERVICES SERIES  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 1,2,6,8**

### **LAW OFFICE MANAGER**

#### **DEFINITION**

Under the general direction of the General Counsel, serves as Law Office Manager for Schools Legal Service, assists General Counsel in staff recruitment, budget preparation and management, and workshop planning.

This position requires a definable body of knowledge and skills which exceed those required by lower level legal office workers which is not normally learned on the job in a brief period of time.

#### **EXAMPLES OF DUTIES**

Provides office management for Schools Legal Service under general supervision of the General Counsel;

supervises, trains and evaluates clerical staff;

works independently, under pressure, to organize and prioritize work loads so as to keep several projects progressing to completion simultaneously with little or no direction;

uses initiative and sound independent judgement within established guidelines;

assigns work to legal secretaries;

reviews technical duties directly related to administration of Schools Legal Service including operational forecasting, expenditure control, time records, travel claims, budget preparation, billing and invoicing, coordination of clerical services for both legal and collective bargaining clients;

devises office systems and procedures;

supervises, trains and evaluates clerical staff;

determines work schedules and authorizes leaves, ensuring the timely completion of all work;

supervises the maintenance of the correspondence log, assignment log, files and library;

administers department computer network;

prepares documents for invoicing and billing clients;

maintains records systems and procedures, and supervises space utilization;

supervises preparation of office manuals, inventory, and purchase of supplies and equipment;

meets with sales representatives;

supervises the ordering of supplies, books and publications as needed;

insures that office machines are serviced;

prepares correspondence related to Schools Legal Service Board of Directors, attends board meetings and assists with minutes, agendas and elections;

independently prepares for review by the General Counsel and Director of Labor Relations: correspondence, memoranda, reports, client service agreements, and a variety of other subject matter that may include privileged and highly sensitive material.

## **QUALIFICATIONS**

### Knowledge of:

Modern law office methods, practices and procedures;

computerized data management, storage and retrieval systems;

legal software such as Abacus and TimeSlips, operational strategies and techniques, Education Code, Administrative Code, other California codes, and school finance.

### Ability to:

Prepare legal documents and reports from general instructions;

analyze computer software needs and recommend software programs;

stay abreast of current legal procedures;

plan, organize and direct work of others;

devise systems and procedures;

maintain effective working relationships with subordinates, professional staff and the public.

### Experience:

Seven years' practical experience as a secretary, with a minimum of five years in legal secretarial work, with a minimum of three years' experience in a supervisory capacity.

### Education:

High school graduation or equivalent training and experience, with additional secretarial school preferred.

Legal Assistantship Certificate or other training or experience in law office management.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position is overtime exempt and has a probationary period of one year.

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