

ADMINISTRATIVE SERVICES SPECIALIST
Legal Secretary/Office Manager for County Counsel's Office

DEFINITION

Under the direction of the County Counsel and three attorney staff persons, the Administrative Services Specialist serves as the legal secretary and office manager for the County Counsel's office and is responsible for all administrative support and organization within the office.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized administrative and program support position responsible for planning, organizing, coordinating, and performing legal secretarial, administrative, administrative management, fiscal support, and/or program operation functions for the Mono County Counsel's office. The County Counsel's office consists of four attorney positions (including the County Counsel) and this administrative support position. This position may be assigned supervisory responsibilities for the day-to-day direction and oversight of other administrative support staff if the office were expanded in the future.

REPORTS TO

The Mono County Counsel and attorney staff.

CLASSIFICATIONS SUPERVISED

None currently. Office Assistants and/or Fiscal & Technical Specialist positions, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides highly specialized administrative management and support for the Mono County Counsel's office, including: preparing, indexing and maintaining office files; purchasing and maintaining office supplies; assisting with the development and monitoring of office budget and expenditures; making travel and court appearance arrangements; updating legal treatises and maintaining law library; preparing invoices, reimbursement requests, warrants, receipts, and other items; monitoring on-going fiscal expenditures, revenues, fund transfers, and purchase orders; preparing agenda items for submission to the County Board of Supervisors; preparing correspondence, reports, flyers, presentations or other materials; proofreading and formatting documents; drafting cover letters and similar communications; processing mail; posting agendas; answering office phones; preparing office payroll documents; under attorney direction preparing court filings and forms; taking meeting minutes; organizing and tracking attorney schedules and

deadlines; calendaring court matters, performing and summarizing factual and legal research; providing specialized and confidential administrative support; tracking and managing attorney continuing legal education requirements and bar membership; and performing other tasks as requested to ensure smooth office functioning.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; stool, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff, with modifications during COVID-19.

DESIRABLE SKILLS AND QUALIFICATIONS

Experience and expertise in:

- Word processing and computer applications, including Microsoft Word, Excel and PowerPoint.
- Business English usage, grammar, spelling, vocabulary and punctuation.
- Filing, indexing and cross-referencing methods.
- Proper telephone etiquette and procedures
- Law or other professional office support and/or management.

Ability to:

- Manage administrative functions in a busy law office.
- Organize and track a large quantity of material, including legal documents, emails, paper mail, invoices, voice messages, attorney calendars, etc.
- Identify and correct basic English usage or typographical errors in documents.
- Prepare, index and maintain legal files.
- Plan, organize and prioritize workload.
- Track expenditures and office budget.
- Deal courteously and professionally with County staff, representatives of other agencies and the public.
- Analyze situations accurately and determine an effective course of action.
- Maintain confidentiality of materials and use discretion in sensitive situations.
- Establish and maintain cooperative working relationships.

Ability to Learn and Master:

- Legal secretarial functions, including preparation of civil legal documents, civil law practice, terminology and court rules, court filing and calendaring procedures, law library arrangement and maintenance.
- County software programs and functions such as Novus, Innoprise, OpenGov and Sharepoint.
- Systems, policies and functions of the County Counsel's office and Mono County to effectively function within the organization.
- Development and administration of the County Counsel's program budget.

Necessary Skills and Qualifications:

- Highly developed organizational skills and scrupulous attention to detail.
- Net typing speed of 50 words per minute.
- Ability to pursue multiple tasks to completion within a specified timeframe.
- Strong follow-through and communication skills.
- California driver's license.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of increasingly responsible experience performing administrative support and/or office management services in a court, law office or other professional office, including a variety of administrative support work and experience in fiscal monitoring and reporting.

Special Requirements:

The ideal candidate would have experience in legal processes (e.g., preparing proofs of service; serving and filing documents with the Court; updating legal treatises; drafting civil documents; arranging court call or appearance logistics; etc.) in addition to general administrative and office management experience.

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