

**CITY OF FRESNO**

115020

**LAW OFFICE MANAGER**

**DEFINITION**

Under direction, manages the business function of the City Attorney's Office, contributes to the strategic planning, quality control, business and organizational development of the department; supervises the legal support work performed in the City Attorney's Office.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the City Attorney. Exercises supervision over assigned secretarial and clerical support staff.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from legal support staff classes in that its incumbent performs office management duties which require a thorough knowledge of procedures, methods, and techniques of attorney support services as well as the policies and procedures in the City Attorney's Office.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Develops and implements organization or procedural changes affecting support activities in the City Attorney's Office, specifically in the areas of office procedures, records management, information systems, and resource allocation.

Oversees the recruiting, selection, training, and development, counseling and performance evaluations of clerical support staff.

Assists in attorney and legal assistant recruiting, orientation, training and development.

Develops and administers the department budget, time and billing, accounts payable, and related financial procedures.

Administers personnel matters such as payroll, benefits, employee relations, and workers' compensation within the Department.

Researches, plans, develops and administers office automation systems for time and billing, legal research, dictation and word processing, electronic calendaring and case management.

Oversees maintenance of law library material and electronic legal references.

Provides space planning and design, including furniture and fixtures, inventory control, reprographics, records storage, communications systems, and messenger services.

Researches files for various documents of a legal or non-legal nature.

Operates standard office equipment and computer applications.

Prepares routine legal documents with the supervision of an attorney.

Maintains Master Calendar of court trials, motions, hearings and administrative proceedings.

Performs other duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Legal terminology and the forms and documents used in law office practice.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

Organization, procedures and operating details of the City Attorney's office.

Modern legal office practices and procedures, including business correspondence, records management and standard office equipment operation.

Principles and practices of budget and personnel management.

#### **Skills to:**

Operate and use modern office equipment including word processing equipment.

#### **Ability to:**

Supervise and coordinate the work of clerical staff involved in providing legal secretarial support.

Understand the organization and operation of the City Attorney's Office and outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Prepare and maintain appropriate records and files.

Type accurately at a speed necessary for timely completion of assigned duties.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of increasingly responsible legal secretarial experience with substantial background working within a law office or court system and one year of supervisory experience in a law office.

**Education:**

Completion of a specialized legal secretarial training or law office management course. One year of comparable work experience may be substituted for completion of one semester course or equivalent.

**Special Requirements:**

Possession and continued maintenance of a valid California Driver License required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_