



CITY OF BERKELEY
invites applications for the position of:

Legal Office Supervisor

SALARY: \$39.21 - \$47.03 Hourly
\$6,797.11 - \$8,151.75 Monthly
\$81,565.33 - \$97,820.94 Annually

OPENING DATE: 03/04/19

CLOSING DATE: 03/25/19 05:00 PM

THE POSITION:

Are you interested in making a difference while achieving your career goals? Do you set high standards for yourself and enjoy a collaborative and challenging work environment? Our office provides legal representation to the City and performs professional and administrative legal work including counseling the various City Departments, City Council, boards and commissions on a broad range of issues.

We are searching for a high-energy, experienced Legal Office Supervisor (LOS) to join our team!

The job in a nutshell:

- **Office Management:** In consultation with the City Attorney, the LOS has overall responsibility for our office work flow administration, budget preparation, including developing and explaining formats and internal deadlines and projecting revenues and expenditures.
- **Legal Support:** The LOS has significant experience with legal concepts, terminology, principles, and procedures necessary to understand statutory and filing requirements; supports legal computer software including, but not limited to, document assembly, cite checking, case management and electronic case filing and is able to analyze written information to determine importance of correspondence as it relates to a case, procedure, or otherwise pertinent issues.
- **Supervision:** The LOS supervises, trains and manages legal secretarial and clerical staff. We adhere to the *One City, One Team* philosophy and welcome an incumbent with team-building principles and techniques to promote a positive, cooperative, and professional work environment.

The ideal candidate exercises initiative, discretion, good judgment and independence. A healthy appreciation for the local food scene and a sense of humor is a plus.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties.

1. In cooperation with attorneys, plans, coordinates, supervises and reviews the work of support staff, maintains a schedule of work flow and responds to inquiries regarding project status;
2. Assists in the selection of and trains legal support staff in work procedures and is responsible for coordinating the scheduling and timely completion of their work; prepares work plans and performance evaluations for subordinate staff as assigned.
3. Prepares annual budget for the City Attorney's Office; coordinates budget preparation process, establishing formats and deadlines for submission; reviews payment obligation documents, monitors and analyzes expenditures, including direct pay warrants, purchase orders, or contracts. In consultation with appropriate staff members, reviews and monitors overall financial administration including budget, financial reports, cost of service analysis, and organizational reviews.
4. Drafts pleadings, contracts, ordinances and other legal documents and correspondence, memoranda and reports from notes, brief instructions, or prior materials;
5. Maintains the calendar and schedules court dates, meetings and appointments for the City Attorney, and arranges for necessary court filings;

6. Receives and screens visitors and telephone calls, providing information which may require the use of judgment and interpretation of policies and procedures;
7. Researches and compiles a variety of informational materials;
8. Initiates specified correspondence such as transmittal letters independently for signature by appropriate staff;
9. Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
10. Directs the organization and maintenance of chronological and other files, recommends resources for, and maintains, law library and coordinates agenda preparation for the department, including tracking, assembling, and monitoring agenda items;
11. Relieves City Attorney of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings;
12. Organizes own work, sets priorities and meets critical deadlines; and
13. Performs related duties as assigned.

REQUIRED QUALIFICATIONS:

Education

Equivalent to graduation from high school

AND

Experience

Five years of responsible secretarial or office administrative experience, of which three years must have been performing legal clerical duties. Courses in the principles and techniques for effective supervision, business or secretarial school training and experience in a public agency are desirable with lead or supervisory experience.

KNOWLEDGE AND ABILITIES:

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NOTE: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Supervisory principles and practices;
2. Planning, coordinating and reviewing the work of others;
3. Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment;
4. Legal office terminology, processes, procedures, and the format for legal documents;
5. Record keeping, report preparation, filing methods and principles of budget preparation, analysis, monitoring, and expenditure control; and
6. Correct English usage, including spelling, grammar, punctuation and vocabulary.

Ability to:

1. Plan, supervise, coordinate and review the work of others;
2. Draft pleadings and other legal documents, brief instructions, or prior documents;
3. Providing varied and responsible office administrative assistance to attorneys;
4. Using initiative and independent judgment with established guidelines;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;

6. Analyzing and resolving office administrative situations and problems;
7. Researching and compiling a variety of informational materials; maintaining accurate records and files;
9. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.

APPLICATION PROCESS:

Applicants must submit the following:

1. City of Berkeley Employment Application
2. Supplemental Questionnaire
3. Resume

All materials must be received no later than 5:00 PM (PST) on the closing date. Postmarks, faxes and incomplete applications will not be accepted.

Resumes are not a substitute for a completed application.

The examination process will consist of:

1. Review of applications to ensure all required materials have been submitted and for minimum qualifications for the classification.
2. Applicants who meet the minimum requirements will undergo a competitive review and assessment of their supplemental questionnaire responses to evaluate education/training, and experience to determine the best qualified applicants.
3. Depending upon the number of qualified applicants, those that pass the competitive review will be invited to participate in an oral examination which is **tentatively scheduled for the week of April 8, 2019**. The oral exam will cover elements of the knowledge and abilities identified in this announcement.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to conduct final selection interviews. Hiring Department will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background/reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-981-6800 | hr@cityofberkeley.info | 2180 Milvia 1st Floor, Berkeley, CA 94704. Requests can be made via email, phone, or in writing via U.S. mail.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: 1-(510)-981-6300 | TTY: 1-(510)-981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2019-03-43010
LEGAL OFFICE SUPERVISOR
KC

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info

Legal Office Supervisor Supplemental Questionnaire

- * 1. Describe your experience supervising clerical staff.

- * 2. Communicating effectively and maintaining relationships with the public, clients, other agencies, attorneys and court administration staff are key responsibilities of this position. Describe how your communication skills and experience have prepared you for these responsibilities.

- * 3. This position will create, prepare, process and maintain complex confidential files. Describe your work experience handling confidential documents and information.

- * 4. I acknowledge that I have reviewed all my answers to all above supplemental questions for accuracy.

Yes

* Required Question