



# **City of Phoenix**

## **LEGAL ASSISTANT SUPERVISOR**

**JOB CODE 10040**

Effective Date: 4/97

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to supervise the Legal Assistants in the City Prosecutor's Office. Duties include supervising the Legal Assistants who perform functions for each of the Office's five bureaus; hiring, training, and evaluating new employees; serving on various Office committees; conducting investigations; and completing special assignments for the Chief Assistant City Prosecutor and the City Prosecutor. Work is performed with considerable independence and in accordance with established regulations, policies, and procedures. The Legal Assistant Supervisor reports directly to the Chief Assistant City Prosecutor. Performance is evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises all Legal Assistants in the Prosecutor's Office;
- Completes assignments for the Chief Assistant City Prosecutor and the City Prosecutor;
- Interviews applicants for Legal Assistant positions and makes recommendations for hiring, termination, and transfer;
- Provides training programs for Legal Assistants;
- Responds to citizens' problems and complaints;
- Evaluates employee performance;
- Compiles statistics;
- Develops business systems and procedures;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Legal terminology, principles, precedents, procedures, and research methods.
- Procedures, functions, and interrelationships of the criminal justice system.



## **City of Phoenix**

- Principles and practices of supervision and personnel administration.

### Ability to:

- Perform a broad range of supervision responsibilities over others.
- Review or check the work products of others to ensure conformance to standards.
- Communicate orally in the English language with customers, clients, and the public by telephone, in person, and in a group setting.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Comprehend and make inferences from material written in the English language.
- Evaluate and develop business systems and procedures.
- Work safely without presenting a direct threat to self or others.
- Work cooperatively with other City employees and the public.
- Operate a personal computer.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

One year of supervisory experience, supplemented by course work and/or practical experience in legal research and writing or litigation, and a bachelor's degree in criminal justice, criminal or public administration, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.