

# **Legal Support Supervisor Series**

## **California State Personnel Board Specification**

Series established December 3, 1975

### **Scope**

This series specification describes two classes in the California state service which supervise the performance of legal secretarial support work of varying difficulty.

Legal Support Supervisor Series Specification - Class Titles and Codes

<b>Schem Code</b>	<b>Class Code</b>	<b>Class</b>
CE42	1277	Legal Support Supervisor I
CE44	1278	Legal Support Supervisor II

### **Definition of Series**

Legal Support Supervisors perform a wide variety of supervisory and administrative duties necessary to maintain the support functions of a large legal office.

### **Factors Affecting Position Allocation**

Level of difficulty, variety, complexity of duties, independence of actions and decisions, supervision received and degree of supervision exercised.

### **Definition of Levels**

#### **Legal Support Supervisor I**

This is the first supervisory level in the Legal Support Supervisor series. Incumbents supervise the work of a legal secretarial support staff of approximately 5 to 15 providing legal support services to a large professional staff of attorneys. Incumbents may perform responsible legal secretarial work in addition to supervision of a legal support team.

#### **Legal Support Supervisor II**

This is the highest supervisory level in this series. Incumbents direct the activities of a legal support staff of approximately 25 to 35 providing legal support services to a large professional staff of attorneys.

## **Minimum Qualifications**

### **Legal Support Supervisor I**

#### **Either I**

One year of experience in the California state service performing the duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.

#### **Or II**

Three years of experience in legal stenographic and/or clerical work, at least one year of which shall have been in a responsible position performing a variety of difficult stenographic and/or clerical work or in a supervisory capacity. (Experience in California state service applied toward the specialized one-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

### **Legal Support Supervisor II**

#### **Either I**

One year of experience performing the duties of a Legal Support Supervisor I; or two years of experience performing the duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.

#### **Or II**

Four years of experience in legal stenographic and/or clerical work, at least two years of which shall have been in a supervisory capacity. (Experience in California state service applied toward the specialized two-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) a year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

## **Knowledge and Abilities**

### **Both Levels:**

Knowledge of: Technical legal terms and various legal forms and documents and their processing; modern office methods and procedures and office supplies, materials and equipment; business English and correspondence; principles of effective supervision and training; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Read and write English at a level required for successful job performance; prepare correspondence independently utilizing good English; communicate effectively; follow directions; analyze situations accurately and take effective action; secure and maintain cooperative relationships with all persons contacted in the work; type at a speed not less than 40 words a minute; effectively contribute to the department's affirmative action objectives.

## **Special Personal Characteristics**

### **Both Levels:**

A demonstrated interest in assuming increasing responsibility.

## **Additional Desirable Qualifications**

### **Both Levels:**

Ability to take dictation involving legal terms at 90 words a minute.

Education equivalent to completion of the twelfth grade.

## **Class History**

Legal Support Supervisor Series History - Dates Established, Revised, and Title Changed

<b>Class</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Title Changed</b>
Legal Support Supervisor I	12/03/1975	07/29/1986	--
Legal Support Supervisor II	12/03/1975	07/29/1986	--