

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LEGAL SERVICES MANAGER

Department: County Attorney
Pay Grade: 112
FLSA Status: Exempt
Job Class: 1063
Risk Code: 8820

JOB SUMMARY

Under limited supervision, performs administrative responsibilities for coordinating, planning and supervising the administrative and office management activities of the County Attorney's Office. The Legal Services Manager position is a non-career civil service and serves at the pleasure of the County Attorney. This position involves a high level of professionalism and accountability, and excellent interpersonal communication skills. There may be frequent interaction with senior management-level staff of the County.

ESSENTIAL JOB FUNCTIONS

- Supervises the administrative and office management functions of the County Attorney's Office, plans, assigns and supervises work of the non-attorney personnel and makes initial assignment of projects to the professional legal staff in accordance with the direction of the County Attorney.
- Supervises daily operations of support staff. Prepares vacation schedules and maintains related records.
- Tracks compliance of attorneys and paralegals with membership or certification and dues payments with The Florida Bar and state and federal courts.
- Initiates or effectively recommends hiring, performance evaluation, commendatory disciplinary and/or termination actions for assigned support staff.
- Performs office management tasks such as maintain time sheets, travel vouchers, and legal reports, Board and Administrative Policy Manual, and ordering and maintaining office supplies.
- Performs accounts payable functions, maintaining records, and processing invoices for payments.
- Supervises the compilation of information and preparation of reports and responsible for the preparation of the annual budget.
- Prepares policies and procedures for the administration of records management within the office.

- Performs general research and prepares, reviews and revises general correspondence and any attendant legal forms, contracts, deeds, leases, resolutions, ordinances, and other legal documents or instruments for the County Attorney as directed.
- Maintains responsibility for codification of Marion County ordinances.
- Coordinates and manages the flow and review of County Attorney work product. Advises the County Attorney on an as needed basis on areas of concern as a result of attorney daily assignments.
- Performs other duties as assigned or as may be necessary.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Implements the organization's guiding principles and core values.

SUPERVISION

This position is responsible for directly and regularly supervising work of a relatively small number of employees (two or more) with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in a related field and five (5) years' experience in a position performing law office management functions, including three (3) years in a supervisory capacity required; or any equivalent combination of education and experience. Requires proficiency with Microsoft Office and other applications specific to a law office.

Licenses or Certifications:

Valid Florida Driver's License. Notary Public may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret complex financial reports and legal documents.
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- Ability to maintain detailed reports, spreadsheets, or databases that conform to prescribed style and format.
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- Ability to effectively present information to top management, public groups, and/or boards.
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- Ability to calculate figures, accounts, and projections, such as amortizations, growth projections, revenue projections, and annual depreciations.
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- Ability to identify trends in expenditures and revenues.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Works independently on broad assignments or under general directions as to scope of objectives.
- Responsible for planning and performance with no guidance or assistance on professional aspect of the work except under unusual circumstances or conditions.
- Ability to supervise subordinate personnel.
- Ability to understand and analyze governmental, County, State, Federal, common law and constitutional law affecting County government.
- Ability to express ideas clearly and concisely, both orally and in writing. Proficiency in rules of grammar.
- Ability to establish and maintain effective working relationships with associates, County officials, other employees, legal associates and the general public.
- Extensive knowledge of modern legal office management practices and procedures.
- Knowledge of municipal, County, State, Federal, common law and constitutional law affecting County government.
- Knowledge of records and file management. Knowledge of County ordinances and special acts relating to the authority and function of County departments.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, a scanner/plotter, County automobile, and other general office equipment in the completion of the tasks of this position.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters which performing the essential functions for this job. The noise level is moderate. The majority of work performed is inside an office.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.