

Job Description

Job Title: Legal Support Supervisor **Job Code:** 900620 **Job Family:** Administrative
Pay Grade: JC.16.16 **FLSA:** Exempt **EEO:** Office-Clerical
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Legal Support Supervisor, Paralegal Supervisor

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Suggests, monitors, and improves methods to enable division to increase efficiency; recommends modifications to methods for compliance with legal or procedural changes required by law or agency; troubleshoots situations involving conflicting information; prepares records and reports on supervisory or division activities.
- Conducts legal and factual research into statutes, cases, and records using a variety of legal resources in support of **attorneys' work; verifies citations in legal memoranda and briefs; summarizes legal documents; compiles and organizes** legal research materials for inclusion in legal documents.
- Provides administrative assistance for legal proceedings; procures and prepares evidence and assists with presentation of evidence utilizing a variety of technology; drafts/compiles legal documents; assists in preparing case files, jury trials, hearings, and post-trial dispositions; maintains calendars and lists for hearings, dockets, and courts; completes general correspondence and transcribes legal dictation; copies, files, and distributes documents.

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- Assists with investigation and review of cases; assists attorneys in analyzing witness testimony by corroborating testimony through researching documentation, depositions, and court records; initiates, develops, and monitors projects; responds to inquiries and provides information; notifies/informs parties, witnesses, and attorneys of status of case and explains various legal programs, policies, procedures, and ramifications; prepares jury instructions, coordinates witness arrangements, prepares exhibits, copies audio/video taped evidence, delivers and/or retrieves equipment to/from courtroom; responds to inquiries and provides information; notifies/informs parties, witnesses, and attorneys of status of case and explain various legal programs, policies, procedures, and ramifications; acts as liaison with other justice agencies.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Associate's degree in Paralegal Studies, Business Administration, Public Administration, Office Administration, or related field and two years legal support, including legal research support experience are required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Professional Paralegal Certification and one year supervision are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.