



**LEGAL PROCESSING SUPERVISOR – CLERKS OFFICE**

**Department:** Clerks Office  
**Job Class #:** 212100  
**Pay Range:** Professional 07

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible supervisory office support work in the field of legal services for the Pierce County Clerk's Office. An employee in this class works as a first-line supervisor planning workload distribution and planning, organizing and directing the activities of administrative support personnel within certain sections of the office. Activities are governed by legal policies, rules and procedures which must be understood and interpreted. Considerable latitude for independent judgment and action is exercised within the area of supervision. Work is reviewed periodically by an administrative superior through conferences and reports for effectiveness of the work until results are attained.

**TYPICAL DUTIES/RESPONSIBILITIES**

- Assigns work and evaluates performance of staff members and recommends indicated actions. May be involved in selection and training of staff.
- Assists in planning office activities and work projects. Assigns administrative support personnel responsibility for carrying out and completing special projects and duties.
- Coordinates or participates in the collection and preparation of complex reports requiring technical expertise or thorough knowledge of departmental operations, procedures and regulations.
- Updates department regulations to reflect policy changes made by a superior. May be responsible for maintaining a manual of department policies and regulations concerning organization, administrative practices, personnel issues and planning within the department.
- Analyzes operating procedures to devise most efficient methods of accomplishing work. Analyzes data gathered, develops information and considers all available solutions. Recommends implementation of new system, may oversee implementation and train personnel in application.
- Coordinates activities of department with inter-related activities of other departments to ensure optimum efficiency and economy and for transfer of information; develops improved methods where indicated.
- Addresses public groups or departmental functions and policies; answers questions regarding the operation of the department.

**SKILLS, KNOWLEDGE AND ABILITIES**

- Extensive knowledge of the legal policies, procedures and practices applicable to specialized office functions required by the position.
- Considerable knowledge of the principles and practices of modern office management and supervision of standard record maintenance procedures applicable to the special field to which assigned.
- Thorough knowledge of general office practices and procedures.
- Ability to keep or supervise the keeping of complex records and to prepare periodic reports of such records.

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### **Classification Description – Pierce County**

#### **Page 2**

- Ability to plan, supervise and evaluate the work of subordinates.
- Ability to maintain effective working relations with co-workers, public and private officials and the general public.
- Ability to communicate effectively, both orally and in writing with other employees, the general public and a variety of officials.
- Ability to assess problems, interpret policies and to make sound procedural recommendations for a variety of complex administrative problems.

#### **RECRUITING REQUIREMENTS**

Four or more years of progressively responsible related work experience, including two or more years in a supervisory/lead capacity. Additional education or experience may substitute equally for the position requirements.