

LEGAL UNIT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for administering, directing and coordinating the supportive activities of the Social Services Legal Unit. The incumbent assists the Chief Welfare Attorney in the performance of management functions including, but not limited to, fiscal management, budgeting, program planning, personnel supervision, and program evaluation. The work is performed under the general supervision of the Chief Welfare Attorney with wide leeway given for the frequent exercise of independent judgment. Supervision is exercised over Paralegal, Resource Consultant, Paralegal Assistant, Legal Secretary and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises the administrative and support functions of the unit; Formulates policies and procedures for the Legal Unit's administration, budget, and office procedures; Supervises and expedites the maintenance of records and the preparation of reports; Prepares financial statements and evaluations; Directs and conducts special administrative and financial reports as requested by the Chief Welfare Attorney; Plans and supervises the collection, tabulation and analysis of financial and statistical data; Supervises Paralegal, Resource Consultant, Paralegal Assistant, and clerical staff; Serves liaison and coordination functions with other departmental programs, other County Departments, contract agencies, local and State agencies, particularly the New York State Unified Court System; Attends conferences or training programs as a representative of the Legal Unit; Performs related work necessary for the efficient execution of the administrative and fiscal functions of the Legal Unit.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of general Legal principles, practices and procedures; thorough knowledge of Law office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; Thorough knowledge of office terminology, procedures and equipment, thorough knowledge of keeping and checking Legal documents, reports, budgets and policy material; Ability to obtain the cooperation of others; Ability to understand and carry out complex oral and written instructions; Ingenuity and resourcefulness in handling administrative and personnel problems; Ability to plan and supervise the work of others; Tact and courtesy; Superior judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. (1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Public or Business Administration, and (2) one year of experience in Legal public or business administration or Law office management; OR
- B. (1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree, and (5) five years of experience in Law office management or three (3) years experience in the Paralegal title; OR
- C. (2) Graduation from high school or possession of a high school equivalency diploma, and (2) possession of a Paralegal Certification and ten (10) years of full-time paid experience involving Law office function, including, but not limited to, non-Attorney Legal Staff training, supervision and development, Legal document preparation, calendaring, and liaison with the New York State Unified Court System in a Law office or Legal Unit of an organization; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and C) above.

Approved 8/23/06
Competitive