

**COUNTY OF SOLANO**  
**Class Specification**  
**LAW OFFICE MANAGER**

Date: 12/13/2022

**CLASS SUMMARY**

Under general direction, manages the day-to-day operations, administrative and business activities, and legal support staff of a civil legal department.

This is a single-position, senior management position located exclusively in the Office of County Counsel and serves as chief support staff to management.

The incumbent must be detailed-oriented and manage multiple concurrent tasks and responsibilities having both established deadlines and changing priorities. High levels of initiative, independent judgement, tact, and organizational skills are required. The incumbent is responsible for a variety of routine to complex fiscal reporting, state/federal revenue accounting, budget processing, contract administration, purchasing, payroll, information systems management, special projects, and staff supervisory duties while receiving little instruction or guidance.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the:

- **Assistant County Counsel** who has management oversight responsibilities for Office operations and business functions and supervisory responsibilities over Deputy County Counsel incumbents and other legal professionals.
- **Staff Analyst** level classes which focus primarily on financial management
- **Legal Secretary** and **Legal Procedures Clerk** level classes which perform complex and technical legal and administrative support work to prepare, processes, file, and track a wide variety of documents for criminal and/or civil cases.
- **Office Supervisor**, **Clerical Operations Supervisor**, and **Clerical Operations Manager** classes which are used in departments where processing legal documents is not a primary responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

- Supervision is provided by the Assistant County Counsel or County Counsel.
- Supervision is provided to legal and administrative support staff.

**ESSENTIAL DUTIES** This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Assists management with the administration of the County Counsel's Office by supervising the daily operations and the administrative, financial, and business activities by:

- planning, organizing, directing and coordinating personnel, fiscal, office services and general administrative activities and functions;

- assisting in evaluating work methods, programs, and practices to increase operational effectiveness and efficiency; and recommending and implementing new policies and procedures to reduce and eliminate barriers to efficient and effective production and customer service;
- establishing and evaluating measurable performance standards; monitoring goals and objectives; and taking corrective actions as needed;
- preparing and coordinating the preparation of multiple budgets including budget forecasting and administration; calculating, projecting, monitoring, and auditing revenues, costs, and expenditures; and submitting budget recommendations;
- preparing budget strategies and analyses and submitting the necessary documentation for the general liability budget for presentation to the County Administrator and Board of Supervisors for the annual budget;
- maintaining accounts payables and receivables and approving routine purchases and payments;
- collecting and analyzing financial data and cost patterns and trends;
- preparing and processing various financial reports, invoices, purchase orders, billings, and collections; and monitoring status of delinquent accounts;
- developing and maintaining legal and financial recordkeeping and file maintenance systems;
- reviewing, compiling, composing, proofreading, and editing reports, correspondence, forms, and informal and formal narrative and statistical documents;
- researching data necessary for and preparing renewal applications for county insurance policies;
- completing general liability cost allocation plan spreadsheet; and
- performing other related duties as assigned

Exercises supervisory authority for assigned legal and administrative support staff and related activities, by:

- organizing, planning, and assigning work activities and deadlines;
- establishing standards for acceptable work products;
- monitoring work in progress, evaluating completed work, and recognizing employees' work efforts and accomplishments;
- responding to employees' concerns and problems; providing instruction and/or guidance in handling difficult or complex work problems;
- interviewing applicants; recommending selections, transfers, and promotions.
- recommending and/or providing formal and informal training and career development opportunities;
- conducting performance counseling and remedial training; proposing disciplinary actions and/or terminations
- preparing personnel and payroll transactions; maintaining the Office's position control and staffing rosters and organizational charts; and reviewing and approving timesheets and requests for leaves; and,

- communicating, supporting, and enforcing County and County Counsel Office's policies and procedures including those related to equal opportunity and to safety.

Acts as a liaison between the County Counsel's Office and other departments, outside agencies, and the public; researches and relays requested information; exercises confidentiality and discretion in processing sensitive and confidential matters.

Performs other duties of a similar nature or level as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Education: Graduation from an accredited college or university with a bachelor's degree. (Additional qualifying experience may be substituted for two years of education on a year-for-year basis.) and,
- Experience: The equivalent of four years of full-time progressively responsible law office experience in a managerial, administrative or staff capacity performing administrative, budgetary or personnel analyses.

### **Licensing, Certification and Registration Requirements:**

Applicants are required to possess a valid California Driver's License, Class C, by the date of appointment and keep it current while employed in this class.

Note 1: Possession of the California Notary Public certification is highly desired.

Note 2: While professional certifications related to the intent of the class are not required, possessing one or more from a recognized certification body is desired and may be considered during the rating and/or selection processes. Examples include, but not limited to, the Certified Legal Manager (CLM); Law Office Administration (LOA); Law Office Administration Specialist (LOAS); and Professional Legal Secretary (PLS).

## **REQUIRED COMPETENCIES**

### **Knowledge of:**

- County Counsel Office organization and operations.
- Principles of supervision, motivation, administration, organization and management in a legal environment.
- Legal terminology, court rules, statutes, technology, and systems.
- State and federal courts, including appellate courts filing and calendar procedures.
- Law office administration and record management, including law library and filing systems.
- Docket control, court filing and calendaring.
- Timekeeping and billing.
- Financial administration including fundamentals of government accounting.
- Administrative, financial, and statistical reporting techniques and preparation; budgeting, cost analysis, accounting, financial monitoring, and management.
- Payroll, purchasing, and accounting transactions.

- Principles and practices of supervision, leadership, motivation, team building, organization, training, performance evaluations, and conflict resolution.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- Standard office equipment, including computers, and peripheral equipment such as facsimile machines, printers, and copiers.
- Word processing and spreadsheet software; Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, and other common software programs and applications.
- Legal filing, indexing, and cross-referencing methods.
- Formats for legal and professional business communications, legal forms, and documents.
- Business English usage, grammar, spelling, vocabulary, and punctuation.
- File management and records retention systems.
- Law office software related to research and billing.

**Skills/Abilities to:**

- Plan, prioritize, delegate, and evaluate daily legal and administrative support operations and business functions.
- Supervise, evaluate, train, and develop staff and supervise work performed.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Understand, interpret, and apply applicable laws, regulations and policies and use good judgment in their application.
- Analyze, plan, coordinate and manage finance programs and budgets.
- Research laws, regulations, procedures, and technical reference materials; interpret and analyze pertinent information; draw logical conclusions; develop reasonable and deliverable options; make appropriate recommendations; and implement the resultant change effectively.
- Prepare legal documents and other complex, sensitive communications; maintain accurate records and confidentiality of information.
- Organize and maintain financial, legal and personnel records and files.
- Compose basic resolutions and agreements.
- Collect, analyze, and prepare financial reports; billings and collections; project expenditures and revenues; prepare budget and cost analyses, and fiscal and financial monitoring.
- Administer contracts, projects, and programs according to designated guidelines and regulations.
- Gather and analyze data and prepare comprehensive statistical and narrative reports, policies, procedures, records, surveys, and other required materials and documentation.
- Initiate, prioritize, analyze, and resolve problems related to deviations in work assigned to meet fixed and/or fluctuating deadlines and achieve work objectives.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Represent the County Counsel Office in meetings with representatives from various County departments, non-County organizations, customers, and with the public.
- Establish working relationships with the public, customers, other County department representatives.
- Secure cooperation and teamwork among professional and support staff.

- Use modern office equipment, computers, and related software applications.

### **PHYSICAL REQUIREMENTS**

- Mobility and Dexterity: The employee will typically be required to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling -- Sedentary Work: The employee will typically be required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: The employee will typically be required to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. The employee will be required to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: The employee will be required to perceive the nature of sounds at normal speaking levels with or without correction and be able to receive detailed information through oral communication. The employee will be required to communicate to express and/or exchange ideas.

### **WORKING CONDITIONS**

- Office Work: The employee will most often be working in an office setting.
- Traffic Hazards: The employee may be required to operate a vehicle and be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: The employee may be subject to disruptive or confrontational people.

### **OTHER REQUIREMENTS**

- Background Checks: The County may conduct background and/or reference checks on candidates prior to appointment to the position. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any state, city, and/or county where the applicant has lived, worked, or gone to school.
  - Independent Travel: The incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
  - Work Hours: The incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
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## **CLASS HISTORY AND CLASS INFORMATION**



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### **Director of Human Resources**

- Date Adopted by the Board of Supervisors: 12/13/2022
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: