

# NEW CASTLE COUNTY GOVERNMENT

Number 0150

Page 1 of 2

## CLASS SPECIFICATION

Date 02/11/16

Title: LAW OFFICE ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs a variety of problem solving, supervisory, administrative and support functions relating to the overall operation of the Office of Law; does related work as required by the County Attorney or designee.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists in coordinating the daily activities of the Office of Law by performing supervisory, administrative and support functions of a wide variety and scope. This employee interacts with outside attorneys and the public and must be able to work across department, division and agency lines in solving problems and issues related to administrative legal matters. This employee works with considerable independence of action through problem solving, personal representation of managers and attorneys, and by preparing detailed reports and correspondence, providing information, receiving and responding to inquiries and performing other service work. This employee works closely with the County Attorney and under the general supervision of the County Attorney or designee.

### EXAMPLES OF WORK: (Illustrative Only)

- Solves problems by developing innovative, creative, cost effective and customer friendly solutions;
- Supervises, plans, distributes and evaluates the work of subordinates and/or legal assistants;
- Arranges meetings and prepares correspondence;
- Administers training and education budget for attorneys;
- Directs and manages special projects as needed, or as directed by the County Attorney;
- Supervises records management;
- Serves in liaison capacity between the office, attorneys, and the general public;
- Performs support functions such as filing, answering telephones and preparing a variety of letters, memoranda, reports, agreements, documents, publications and legal correspondence;
- Provides assistance in developing and implementing policies and procedures;
- Attends meetings and provides support and administrative assistance when needed;
- Coordinates the preparation and management of the office budget and related financial reports;
- Reviews and processes purchasing requests to ensure that they conform with the budget;

# NEW CASTLE COUNTY GOVERNMENT

Number 0150

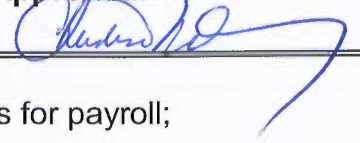
Page 2 of 2

Date 02/11/16

## CLASS SPECIFICATION

Title: LAW OFFICE ADMINISTRATOR

Approved:



- Maintains time and attendance records; and prepares pay sheets for payroll;
- Performs basic legal research.
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of law office practices and procedures; good knowledge of modern principles of business and office management to include paraprofessional work and records management; ability to identify problems, to troubleshoot issues and to coordinate reliable and accurate information for the Office of Law; demonstrated skill and proficiency in the use of a variety of software programs; ability to supervise subordinates; ability to establish and maintain effective working relationships with department managers, the legal community, agencies, private organizations and the public; ability to promote an ongoing attitude of dedication to excellent customer service; ability to communicate courteously and effectively, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** At least five (5) years' experience in coordinating activities in a law office, one (1) year of which shall have been in a supervisory capacity, and possession of an Associate's degree from an accredited college or university with major course work in business administration or legal administration; or an equivalent combination of education, experience or training directly related to the required knowledge, skills and abilities.

**PREFERRED QUALIFICATIONS:** An earned Bachelor's or Master's Degree from an accredited college or university, an earned paralegal certification from an accredited program, three (3) years' experience as a paralegal, professional experience or an educational background in Human Resources, a proven record of professionalism, and working knowledge of LexisNexis or Westlaw.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 07/15/08  
Revised: 01/30/15  
Revised 02/11/16