

## **LEGAL DIVISION SUPERVISOR**

**GENERAL STATEMENT OF DUTIES:** Performs a wide variety of legal duties in the County Clerk's Office; supervises the staff in the Legal Division; works under the supervision of the Administrative Assistant and the County Clerk; performs related duties as required.

### **STATEMENT OF TASKS:**

Supervises and coordinates the work effort of the staff in the Legal Division of the County Clerk's Office;

Supervises, as necessary, staff in the General and Election Divisions of the County Clerk's Office;

Supervises Friend of the Court clerical support staff assigned to the Clerk's Office;

Coordinates Personal Protection Orders with Circuit Court, local domestic violence advocates and the Prosecutor's Office;

Coordinates clerical support of the Prosecutor's Cooperative Reimbursement Grant as it relates to case filings of paternity and Support;

Coordinates the preparation and maintenance of various documents in accordance with established guidelines;

Prepares and disseminates a variety of reports as required by the Clerk's Office for the State, various officials and the general public;

Maintains Court-ordered escrow accounts for Circuit Court and certificates of the Clerk relating to the release of construction and mechanics liens;

Assists in the preparation of the budget for the legal division of the Clerk's Office;

Coordinates updates and enhancements of the Clerk's computer system in conjunction with the State Court Administrator's Office including training;

Serves as liaison with the Court's, Prosecutor's Office, Sheriff's Department, Probation Departments, State Court Administrator's Office, County, and Friend of the Court.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of State and local government structure;

Knowledge and ability to utilize database formats including Excel;

Knowledge and ability to utilize personal computers;

Knowledge of legal terminology and research methods;

Ability to prepare reports, analyze data and make recommendations;

Ability to communicate effectively both oral and in writing;

Ability to develop and maintain good working relationships with Courts, County Officials, other governmental agencies, media and the general public;

Ability to interpret applicable Court rules and statutes;

Ability to prepare, submit and implement grants;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Political Science or Computer Science and two (2) years of experience in a professional position in business management of governmental administration and three (3) years of supervisory experience in a legal setting.

Or

Sixty (60) semester hours towards a Bachelor's degree and four (4) years experience working the Legal Division of the Clerk's office.

Or

Five (5) years experience in a professional position in a legal environment and (3) years experience working in a court setting.

Established: February 10, 1983  
Revised: September 11, 1997  
September 18, 2003  
July 31, 2006  
February 07, 2014

  
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Human Resources Director