



## City of Irving Job Description

### Legal Services Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Attorney's Office
<b>Job Code:</b>	2301	<b>Reports To (Job Title):</b>	Deputy City Attorney

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#### PURPOSE

To perform and supervise a variety of complex administrative, business, and fiscal operations, as well as, paralegal functions in the City Attorney's Office (CAO).

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee the daily office operations relating to the procedures and workflow of assigned support staff as well as many of the business functions of the department; Assist the City Attorney and Deputy City Attorney with routine administrative matters.
- Perform support functions relating to legal work and fiscal operations, including research; Report administrative and/or operational issues and recommend solutions to the Deputy City Attorney.
- Provide legal support for litigation and pre-litigation cases, which includes opening and closing files, drafting and mailing legal correspondence, updating litigation files, and calendaring litigation and appellate deadlines.
- Draft pleadings, letters to court and opposing counsel, and other legal documents, including discovery requests and responses.
- Assist with discovery process, which includes compiling requests for production of documents and coordinating depositions.
- Interact with opposing counsel, outside counsel, court staff, and other individuals outside the City relating to litigation matters.
- Work closely with City departments regarding litigation and pre-litigation issues, including Human Resources, Risk Management and Third Party Administrator regarding claims, litigation and employment matters.
- Assist with attorneys' calendars and the scheduling of meetings, hearings, mediations, and trainings.
- Supervise assigned staff members, which includes providing training; assigning and reviewing work; conducting performance reviews; participating in interviewing; and providing input in hiring and discipline.
- Manage financial functions of the department; Reconcile billing statements from vendors; Process invoices for outside legal services for payment by third party administrator; Prepare and process purchase orders and direct disbursement requests.
- Assist with the coordination and monitoring of the department budget.
- Assist in drafting yearly letter of pending and threatened litigation matters to city's external auditors.
- Respond to various requests for information, i.e., surveys, personnel, etc.
- Collect and maintain data on various department statistics, including key performance measures.
- Process subpoenas for review and approval by an attorney.
- Create council agenda items related to litigation and pre-litigation matters and assist attorneys in finalizing agenda items for presentation to City Council.

- Assist with succession planning and business plan for the department.
- Train departments and other city personnel on subpoenas and processes for legal service requests.
- Perform special projects and related duties as assigned, which includes assisting with the planning and organization of the Code Enforcement Summit when hosted by the City of Irving City Attorney's Office.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Receive and screen visitors and telephone calls; Provide information and assistance to the public and city employees; Answer procedural questions, and conveys messages to attorneys.
- Notarize documents.
- Act as a liaison with other city departments.
- Attend meetings pertaining to department issues.

### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1-5 employees.

### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Coordinate and monitor a multi-million dollar departmental budget.

### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

#### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in a closely related field.

#### **EXPERIENCE**

- Three (3) years of related legal experience, with at least one (1) year of supervisory experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Paralegal certification from an ABA accredited school.
- Appropriate, valid, state-issued drivers' license, or ability to obtain upon hire, may be required.
- State of Texas Notary certification

## **KNOWLEDGE OF**

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite
- Industry Software: Proficiency in operating information systems and/or resources like Pacer, Westlaw, and other legal sites and software.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, training, developing, and directing people as they work.
- Mechanical/Technical: Safe operation of diverse office equipment including computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately entering information using computer keyboard.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, such as routine reports and correspondence, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Critical Thinking: Using logic and analysis to identify strengths and weaknesses of different approaches.
- Information Gathering: Knowing how to find and identify essential information.
- Synthesis and Reorganization: Reorganizing information to get a better approach to problems or tasks.
- Deductive reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.

- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Information Ordering: Correctly following a given rule or set of rules in order to arrange things or actions in a certain order.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Speech Recognition: Identifying and understanding the speech of another person.
- Teaching: Conveying new concepts and confirming comprehension by listener.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

This position interacts with other city personnel, including key support personnel, managers, and directors; residents, outside counsel, other municipalities, professional organizations, outside agencies; and occasionally members of the City Council.

## **EQUIPMENT AND PROPERTY**

This position utilizes a personal computer, copier with fax and scanner, label makers, calculators, and microfiche reader printer.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or sit. Frequently, s/he is required to grasp, handle, or carry objects, stand, walk, and/or talk. Occasionally, s/he must pull, push, and lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The work environment occasionally is stressful and noise level usually is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.