



**PROPOSED**

## SHERIFF'S LEGAL SPECIALIST Classification Specification

### **JOB SUMMARY:**

Under general direction, performs a variety of highly responsible clerical and paraprofessional work of a specialized, complex, and technical nature in support of the Sheriff-Coroner's Office Civil Division.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is assigned to the Sheriff-Coroner's Office Civil Division. The incumbent is responsible for performing complex civil processing functions and meeting all relevant laws, regulations, and procedural requirements. Incumbents in this class must be able to perform their assignments, coordinate work with others in the legal and criminal justice systems, and answer a variety of questions regarding office services and operations without immediate supervision. Typical duties require the use of independent judgment in selecting and applying specific laws, ordinances, regulations, procedures, time limitations, and alternatives to different work situations.

The Sheriff's Legal Specialist is distinguished from the Legal Secretary series by its performance of technical work specific to the Civil Division of the Sheriff-Coroner's Office. This classification is further distinguished from Legal Assistant as the latter provides paraprofessional support to attorneys such as legal research and assisting in litigation preparation, and requires possession of a Paralegal Certificate. The Sheriff's Legal Specialist primarily works independently with minimal oversight.

### **SUPERVISION EXERCISED:**

Exercises no supervision. May participate in training other staff.

### **EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:**

*(Duties may include but are not limited to the following:)*

- Prepares, confirms, distributes, and files a variety of legal documents, including or related to restraining orders, levies, evictions, warrants, summonses, subpoenas, writs, and others in accordance with applicable laws, codes, rules, and office procedures.
- Reviews and resolves complex technical or procedural matters related to Civil Division operations; applies technical resources in the administration and interpretation of relevant laws, regulations, and procedures pertaining to Civil Division operations.
- Examines legal documents for form, sufficiency of information, and conformance with legal requirements.
- Coordinates with law enforcement in the execution or delivery of legal documents.
- Initiates, updates, and maintains physical and computerized files; receives, assembles, sorts, categorizes, and stores related materials, either physically in a file or on a computer database, to ensure that information is current and accessible.
- Enters, codes, and retrieves a variety of information from various computer systems according to appropriate procedures; searches and retrieves information from files, microfiche, computer records, and other documents.
- Establishes and maintains effective working relationships with Sheriff-Coroner's Office members, outside agencies, and the public, and promotes the functions and operations of the Civil Division; responds to inquiries from the Courts, attorneys, representatives and employees of the Criminal Justice System, and the general public regarding Civil Division processes, procedural and supplemental requirements, disposition of cases, hearing dates, and related matters.
- Assists the public, law enforcement officers, and others in person, or by phone, providing procedural information; answers inquiries; explains legal filing processes, office operations and procedures; explains basic procedures relating to the rules of court and assigned department.
- Assists in the analysis of legislation, its impact on the operations of the Civil Division, and coordinates changes to internal policies and procedures; assists management with special administrative projects; recommends and implements solutions to ensure operational efficiency which may require analyses, statistical research, program evaluation, etc.
- Assists in the general administration of the Civil Division, including overseeing Civil Division accounting functions, purchasing equipment and supplies, creating and maintaining databases, recommending and writing procedures, compiling data and/or preparing reports, etc.

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- Prepares wage and bank garnishments, deferred billings, check disbursements, refunds, and other fiscal items related to the Civil Division.
- Reviews, posts, adjusts, and balances associated fees and payments; maintains accurate and complete record of moneys and funds processed.
- Researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to assigned area; assists in a variety of office operations; performs special projects and assignments as requested.
- Coordinates with specialized personnel or units such as COMMET or SWAT regarding the service of civil documents should issues be anticipated.
- Attends necessary and related training and courses affecting Civil Division operations as related to laws, rules of court, codes, ordinances, etc.
- Provides training for staff assigned to assist in the activities of the Civil Division, including Sheriff's Office sworn personnel.
- May be responsible for serving civil documents on employees or departments/offices of the County.
- May be called upon to appear and/or testify in court.
- Performs other related duties as assigned.

### **MATERIAL AND EQUIPMENT USED:**

- Personal computer and/or terminal
- Scanner
- Typewriter
- General office equipment
- Multi-line phone system
- Paging system
- Cassette duplicator
- Transcription equipment
- Microfiche machine
- Computer software and/or applications specific to the area of assignment

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience:**

Graduation from high school or GED equivalent; and, two (2) years of full-time experience providing legal clerical support involving typing and preparation of legal documents, processing and filing legal documents, calendar coordination, and project coordination tasks; or, an equivalent combination of related education and experience that provides the required knowledge, skills, and abilities. Experience in a law enforcement agency including experience with a law enforcement records management system such as CLETS is highly desired.

#### **Special Requirements:**

Required to successfully pass background review.

#### **Licenses and Certifications:**

Valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Modern office procedures, policies, and practices, as well as knowledge of computer applications, hardware, and other general office equipment related to the performance of the essential functions of the job.
- Related codes, ordinances, laws, regulations, and procedures necessary to accomplish the position objectives.
- The purpose and processing methods of a variety of court, law enforcement, and legal documents, forms, and records.
- Computer and records systems of the courts and/or law enforcement.
- Technical resource materials and information sources applicable to the area of assignment.

- Legal terminology applicable to civil processes.
- Principles of effective organization and the techniques and practices of research methodology, data collection, and preliminary analysis.
- Application and use of basic statistics and arithmetic, including basic accounting principles.
- General methods and practices of bookkeeping and financial and statistical recordkeeping.
- Effective written communications, including English usage, spelling, vocabulary, grammar, and punctuation.
- Database, spreadsheet, and word processing applications.
- Proper telephone etiquette and public contact techniques.
- Principles and practices of effective training.

**Skill in:**

- Typing and entering data from rough draft or printed text using a word processor or typewriter at a speed necessary for successful job performance.
- Composing clear and concise correspondence, reports, and other written materials.
- Scheduling and coordinating projects, setting priorities, and adapting to changing priorities.
- Exercising good judgment, applying logical thinking, and making sound decisions to accomplish tasks or solve problems.
- Interpreting and applying policies, procedures, statutes, and local rules, codes, and regulations pertaining to assigned programs and functions.
- Collecting, compiling, and filing information and data.
- Operating and performing routine maintenance of general office machines.
- Drafting legal documents from tapes, handwritten information, and typed correspondence.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Communicating to others the policies, procedures, statutes, local rules, codes, and regulations pertaining to assigned programs and functions.

**Mental and Physical Abilities:**

- Prepare, process, and maintain a variety of complex legal documents and reports.
- Locate, identify, and correct technical inaccuracies.
- Research, analyze, understand, interpret, explain, and apply specific statutes, codes, laws, regulations, and procedures.
- Examine documents for completeness, sufficiency, and conformity.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Deal thoughtfully and courteously with the public, County personnel, and members of other organizations or agencies.
- Establish and maintain effective working relationships with others.
- Use tact and discretion in handling and maintaining sensitive and/or confidential material.
- Implement policies and procedures.
- Work independently in performing assignment and in resolving problems and deviations.
- Respond appropriately to problems involving several concrete variables in standardized situations.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Organize and prioritize work assignments.
- Operate modern office equipment including phone systems, computer equipment, and software programs.
- Use and understand common database, spreadsheet, and word processing applications.
- Learn specialized computer applications.
- Make accurate arithmetic calculations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to ten (10) pounds.

**Working Conditions:**

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Work is generally performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Some work may be performed in an outdoor or other environment where exposure to inclement weather conditions, dirt, and/or dust can occur. The incumbent's working conditions are typically moderately quiet, but may be loud at times and in some locations.

Incumbents may be required to deal with confrontational situations with members of the public.

Incumbents may be required to work weekends, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

### **ADDITIONAL INFORMATION:**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: **SHERIFF'S LEGAL SPECIALIST**

CLASS CODE: **TBD**

DEPARTMENT: SHERIFF-CORONER'S OFFICE

REPORTS TO: **UNDERSHERIFF AND/OR ADMINISTRATIVE SERVICES MANAGER**

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

ADOPTED: **TBD**

History Notes: