

ADMINISTRATIVE SUPERVISOR (ATTORNEY GENERAL)

NATURE OF WORK IN THIS CLASS:

This is supervisory and administrative support work to the Attorney General.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.

Supervises the work of technical and secretarial/clerical supportive staff of the Attorney General.

Reviews and assigns projects to subordinates requiring determinations of proper format, materials, language, legal procedures, equipment usage and quality output.

Develops systems for storage and retrieval of records of legal matters.

Composes reports, standard legal documents and correspondences; monitors calendaring and receipt of legal documents; searches records and files for specific information.

Responds to general administrative queries or refers matter to appropriate persons or agencies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management principles, practices and techniques.

Knowledge of administrative legal terminology, formats and forms.

Ability to supervise the work of others.

Ability to interpret, explain and apply legal program guidelines and requirements.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

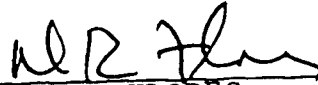
Skill in transcribing from a machine and typing at a prescribed rate of speed may be required.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of administrative support work with a legal office and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director
Civil Service Commission