

Colorado Public Defender – Class Specification

Class Title: Supervising Legal Assistant
Class Series: Legal Assistants
Class Code: R49L64
Reports to: Managing Legal Assistant or Office Head
Direct Reports: Legal Assistant staff
Range Min/Max: \$5,048 - \$7,572

GENERAL SUMMARY:

This classification describes the first-line supervisor responsible for overseeing the work of a group, unit or team of non-supervisory employees within the legal assistance/paralegal function of the office. Supervisory responsibilities include, but are not limited to, assigning work; performance management; modifying and authorizing work procedures; and, resolution of personnel matters under the direction of the Managing Legal Assistant or Office Head. Positions have demonstrated an advanced level of skill and experience across a broad variety of assignments involving work of the highest complexity. Positions require effective interpersonal and communications skills (e.g. providing direction and feedback, constructively dealing with conflict), as well as problem-solving. Within the assigned scope of responsibility, positions are able to formulate solutions to original problems to guide less experienced staff in handling a broad spectrum of cases or work assignments. Positions assume administrative responsibilities; mentor staff through coaching, developing and training in-house or agency wide; represent the office and agency to clients and external groups as appropriate; and, support and implement the directives of upper management. Positions perform legal assistance/paralegal work, frequently in an advanced capacity; however, may be assigned a reduced caseload as deemed necessary by the Office Head. This classification is not progressive; positions are allocated based on the business needs as determined by the State Public Defender.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides direct supervision over a small group or unit of legal assistance staff to include: prioritizing and assigning work; conducting employee performance evaluations and reviews; ensuring employees are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations.
- Assists other supervisors and managers in coordinating and monitoring case assignments and day-to-day activities; modifying and authorizing work procedures; providing direction and guidance to effectively manage time, travel and resources; and, resolving personnel and other matters.
- Assists the Managing Legal Assistant and Office Head in administrative duties such as leading meetings; serving as a resource or technical expert to other staff including recognizing and assisting in answering ethical questions; assisting with conflict determinations; filling system-wide needs; and, assisting in related regional office matters.
- Delivers training to legal assistants and other staff within the assigned regional office and agency-wide as needed. Serves as a mentor being readily and regularly accessible to assigned legal assistants.
- Positions conduct paralegal work and provide legal assistance to the attorneys on a wide range of moderate to complex cases; however, may carry a reduced caseload to

Colorado Public Defender – Class Specification

accommodate supervisory and administrative tasks. The range of work performed requires advanced knowledge and experience applying relevant criminal procedures, rules and laws in conducting legal research; collecting, reviewing and organizing large volumes of discovery; creating and managing digital files and trial notebooks; drafting motions; and, identifying and accessing critical client information and records through research or interviews with clients, client family members and other parties.

- Provides legal assistance and support to attorneys by assuming administrative tasks of the case such as, monitoring the case status; identifying critical timelines and initiating timely filings with the court; drafting a range of moderate to complex motions; transcribing witness interviews; and, drafting correspondence.
- Processes and submits applicable forms and paperwork in accordance with mandated cost procedures and State Office policies and procedures.
- May be called to testify in court or sign a sworn affidavit regarding the accuracy of information presented in transcriptions, motions or witness interviews.
- Depending on assignment, may provide trial assistance such as, coordinating with clients, client family members, experts or witnesses for court appearances; assisting with travel arrangements; preparing exhibits, attachments, and presentations for attorneys; and, preparing supporting documentation for motions, pleadings, court hearings, and conflict determinations. May explore treatment options and sentencing alternatives and prepare sentencing or mitigation packets and referrals.
- Assists other regional offices in providing paralegal assistance and support.
- Occasional travel to other work locations may be required.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Paralegal certificate from an ABA approved certification program, plus progressively responsible paralegal experience in a public or private law office, which includes experience in criminal law and demonstrated experience, skills and training in leading others. Equivalent education, training or experience that demonstrates the knowledge, skills, and competencies required to perform at this level may substitute for education.

Knowledge (position requirements at entry):

- Knowledge of Westlaw and other legal and court resources;
- Applicable criminal procedures, rules and laws;
- Court procedures and terminology;
- Principles and rules of professional code of conduct;
- Principles of client-attorney privilege;
- English language, grammar and punctuation;
- Basic math (addition, subtraction, multiplication and division).

Colorado Public Defender – Class Specification

Skills (position requirements at entry):

- Leadership skills to effectively mentor, train, develop and guide others; delegate responsibilities; and set an example for other legal assistant staff;
- Ability to evaluate performance, provide feedback on performance, and write objective and comprehensive employee evaluations;
- Strong client service focus;
- Maintaining client confidentiality and professional ethics standards;
- Conducting legal and factual research;
- Strong attention to detail;
- Applying and interpreting applicable rules, guidelines, policies and procedures;
- Time management to organize one's own work and the work of others;
- Ability to prioritize tasks to meet deadlines;
- Completing multiple tasks and assignments with frequent interruptions;
- Strong interpersonal skills to establish effective working relationships with co-workers, court and law enforcement personnel, witnesses, and clients and client families;
- Effective communication, verbal and written, sufficient to exchange or convey information, including giving/receiving work direction;
- Proficient in standard software applications such as, Microsoft Office Word, Excel, Power Point, internet browsers, e-mail and Adobe;
- Ability to handle emergency or crisis situations;
- Ability to process and retain large amounts of information;
- Operation of common office tools and equipment such as calculators, desktop computers, printers, photocopiers, and fax machines.

Physical Requirements (*Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.*)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

- Ability to sit for extended periods of time.
- Talking and hearing;
- Ability to review discovery, legal documents and records.