



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Manager, Law Office/Paralegal

Class Code: 1205

Work Days: 225

GENERAL PURPOSE

Oversee legal cases pertaining to special education; perform specialized research related to cases and issues under review by the legal staff; manage the administrative operations of the legal services unit; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Analyzes legal issues, performs legal research, develops legal strategy, drafts legal documents, and reviews contracts.
 3. Draft responses to complaints to various regulatory and governmental agencies on behalf of OCDE and school district clients.
 4. Conduct investigations of complaints on behalf of OCDE and school district clients.
 5. Assist the General Counsel in the coordination of overall law office management.
 6. Identify, develop, and maintain resources for use by attorneys and support staff.
 7. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 8. Participate in the planning and development of operational procedures for legal services.
 9. Interface with managers and administrators, faculty, students, the public, and other governmental agencies in investigating legal matters.
 10. Researches and recommends legal references for the law library, including online resources.
 11. Attend meetings, workshops, and seminars on behalf of the legal services unit and school district clients.
 12. Demonstrate attendance sufficient to complete the duties of the position as required.
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13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Due process and its application in administrative law.
2. Case management procedures.
3. Legal concepts, terminology, principles, procedures, and research methods.
4. Legal reference sources and materials, both online systems and traditional reference sources.
5. Principles and techniques of policy analysis and development.
6. Legal office management principles.
7. Legislative tracking and research.
8. Procedures, methods, and techniques of project and workflow management and organization.
9. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
10. Regulatory and governmental agencies.
11. Role of a general counsel's office.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate technical and clerical employees; effectively delegate authority and responsibility.
2. Analyze legal issues and develop legal strategies.
3. Conduct case management.
4. Read, analyze, and interpret facts.
5. Draft and edit a variety of pleadings, memoranda, and correspondence.
6. Organize and compile documentary evidence.
7. Review legal documents and forms for completeness and conformance to applicable laws and conventions.
8. Prepare digests of legal decisions and opinions.
9. Verify citations and legal references on prepared legal documents.
10. Prepare clear, concise, effective, comprehensive, legally correct, and understandable documents and communications.
11. Plan and organize work to meet critical deadlines.
12. Establish and maintain effective working relationships with various constituencies.
13. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
14. Communicate clearly and concisely, both orally and in writing, in English.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in pre-law or a related field or completion of an approved ABA paralegal program and three (3) years of paralegal experience, including one (1) year of lead or supervisory experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.