



## LEGAL INTERVIEWER SUPERVISOR

**Department:** Prosecutor's Office

**Job Class #:** 211100

**Pay Range:** Professional 07

**FLSA:** Non-Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

This is highly responsible supervisory legal support work for the Family Support Division of the Prosecuting Attorney's Office. Employees in this classification are responsible for planning and accomplishing a designated workload of legal technical tasks through subordinate employees. In addition, these employees are responsible for administrative duties which include supervisory training and office management responsibilities relative to legal support services. Incumbents perform as working supervisors and participate in the workload of the department. Employees in this class possess thorough understanding of legal procedures, processes and requirements applicable to the work of the position. Considerable latitude for independent judgment and action is exercised within the area of supervision. Work is performed with considerable latitude for independent judgment and is reviewed by supervising attorneys for results attained and quality of services provided.

An employee in this classification may review cases referred by the Washington State Department of Child and Family Services to determine if the case is an appropriate referral. The employee schedules and conducts interviews of custodians/custodial parents of minor children regarding parentage. Work includes preparing pleadings, affidavits, witness testimony, service of process and other legal documents as required by this state and other states. Ongoing monitoring of cases includes regular telephone contact and correspondence with custodians/custodial parents and government agencies until biological parent is served and paternity established. An employee in this position works closely with the public and governmental agencies both within and outside Washington State.

### ESSENTIAL FUNCTIONS

- Supervises and coordinates activities of legal support staff in the Investigative Support Unit of the Family Support Division. Determines work schedules and determines methods of expediting workflow. Issues instructions and oversees work for exactness, neatness and conformance to procedures and policies.
- Prepares appraisals to evaluate performance of subordinates.
- Consults with management regarding legal support needs; attends staff meetings; makes recommendations regarding budget requirements for the unit such as staffing, equipment, etc.
- Orders and maintains office supplies for division.
- Prepare and submit biweekly payroll as assigned.
- Schedules vacations to assume adequate coverage for maintenance of production standards.
- Provide information and advice concerning specialized or technical services rendered and related office functions, including responses to difficult problems and questions raised by subordinates or the public served.

**LEGAL INTERVIEWER SUPERVISOR**  
**Classification Description – Pierce County**  
**Page 2**

- Orients new employees to departmental procedures and operation and maintenance of machines and equipment.
- Updates office regulations to reflect policy changes made by a superior. May be responsible for maintaining a manual of office policies and regulations.
- Assumes duties of Legal Interviewer and Legal Assistant when absences affect workflow.

**OTHER JOB FUNCTIONS**

- Performs other job functions as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of legal documents, legal terminology, and legal procedures as they relate to family law.
- Ability to understand and apply complex legal guidelines, state statutes and regulations.
- Considerable knowledge of the principles and practices of modern office management and supervision of standard record maintenance procedures applicable to the special field to which assigned.
- Ability to plan, supervise and evaluate the work of subordinates.
- Ability to establish and maintain effective working relations with coworkers, public and private officials and the general public.
- Excellent oral and written communications skills.
- Considerable knowledge of interviewing techniques.
- Ability to establish and maintain effective working relationships with staff and other agencies.
- Ability to listen and communicate effectively with the public, particularly hostile individuals.
- Ability to maintain the integrity of sensitive and confidential information.
- Excellent organizational skills.
- Ability to perform computer work at an acceptable level of proficiency as required by the position.
- Ability to physically perform the essential job functions.
- Ability to operate office equipment associated with the position.
- Ability to maintain regular and predictable attendance.

**RECRUITING REQUIREMENTS**

Bachelor's degree or graduate of paralegal/legal secretary program preferred and six years experience in a legal office.

Must pass background investigation.