

*Code: 3163*

*Title: LEGAL ADMINISTRATOR*

**SUMMARY:** Plans, organizes and administers the functional areas of budget, information systems technical staff, and selected administrative support areas to include accounting and training in a legal services department and functions independently regarding general administrative issues and budgetary issues as related to the operation of the assigned office.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager/director)

Administration:

Coordinates and integrates the technical and resource staff of administrative services, including such functions as purchasing, management information services, accounting, budget and grants monitoring; Coordinates activities and services with other divisions to meet the needs and goals of the department; Analyzes and develops policies, identifies problem areas and implements solutions ; Supervises and participates in special administrative and operational studies, identifies problems and recommends solutions; Analyzes and evaluates existing manual and automated processes and proposes and develops alternatives for more efficient operations; Acts as liaison with county departments and outside agencies; Supervises and evaluates division support and clerical personnel.

Budget and Finance:

Coordinates the development of the annual departmental budget and monitors expenditures; Coordinates accounting and financial records maintenance with the Finance Department and Management Information Services; Establishes financial procedures and maintains appropriate records and reports; Coordinates funding from various sources with departmental programs.

Planning and Development:

Develops program and work unit goals, objectives, policies and procedures; Develops, implements changes and evaluates program or work unit efficiency, effectiveness and success; Designs, actuates, and administers division and departmental policies and procedures; Supervises the maintenance and control of departmental records; Coordinates and monitors the development of grants and other funding sources for the department.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods and techniques of legal administration and management;
- public sector organization and functions;
- county and departmental policies and procedures;
- applications, operating principles and capabilities of computer software;
- contracts and grants administration;
- principles and practices of budget preparation and fiscal accounting procedures.

Skill in:

- performing administrative analysis and recommending modifications in fiscal and administrative policies and procedures;

- developing and monitoring an annual budget with multiple funding sources;
- preparing and writing documents;
- administering projects;
- identifying and resolving technical and operational problems;
- conducting formal, informal or confidential studies;
- preparing, monitoring and administering contracts;
- developing, coordinating and implementing complex administrative programs and services;
- analyzing department information systems, conducting feasibility studies and resolving technical problems;
- communicating effectively.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business, public administration, management, finance or closely related field as defined by the appointing authority and five years of professional administrative experience, including two years of managerial experience and one year of experience in a criminal justice system.

(A Master's degree from an accredited college or university in the appropriate field may be substituted for one year of the aforementioned experience)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona driver's license with appropriate endorsement(s) at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require the successful completion of a personal background investigation due to the need for access to detention, corrections, courts and/or law enforcement facilities or associated confidential information, documents and like materials, communications systems and databases.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.