



## PROBATE & COURT SERVICES SUPERVISOR

**Department:** Clerk's Office  
**Job Class #:** 056500  
**Pay Range:** Professional 07

**FLSA:** 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 a highly responsible supervisory and administrative work in the field of legal services for Pierce County. An employee in this class is responsible for overseeing all administrative duties and coordinating all efforts for Probate and Court Services Division. Work involves the supervision of all legal, clerical and technical duties involved in appeals and probate, court services, court records, and involuntary commitment. Duties include planning and accomplishing a designated workload through subordinate employees and for administrative duties involving supervisory training and office management responsibilities in supply of legal support services. Employees in this class possess thorough understanding of legal procedures, processes and requirements applicable to the work of the position. Activities are governed by legal policies, rules and procedures which must be understood and interpreted. Considerable latitude for independent judgment and action is exercised within the area of supervision. Work is reviewed periodically by an administrative superior through conferences and reports for effectiveness of the work.

### **ESSENTIAL FUNCTIONS**

- Supervises and coordinates activities of legal clerical workers. Determines work schedules and determines methods of expediting work flow. Issues instructions and oversees work for exactness, neatness and conformance to procedures and policies.
- Works with the SCOMIS Computer System: troubleshoots and resolves hardware problems, orders supplies, trains new employees, runs reports and keeps updated on new developments.
- Oversees the preparation of legal papers and correspondence of legal nature, such as Letters of Testamentary, Letters of Administration, Form K's, etc.
- Investigates grievances involving subordinates and recommends resolutions; recommends promotional and disciplinary actions; approves leave requests and overtime; schedules vacations to assume adequate coverage for maintenance of production standards.
- Evaluates and establishes standards of performance of subordinates.
- Consults with management regarding clerical needs; attends staff meetings; makes recommendations regarding budget requirements for the unit.
- Assists in the preparation and monitoring of the departmental budget.
- Manages and coordinates all current and future LINX functions including implementation and training of new releases, updates or changes to the application.
- Provides information and advice concerning specialized or technical services rendered and related office functions, including responses to difficult problems and questions raised by the public served or by subordinates.
- Composes management correspondence and routine letters in reply to correspondence concerning legal proceedings, court information or other informational requests. Reviews and responds to incoming correspondence. Composes memos to inform staff of policy or procedural changes.
- Trains clerical workers in new departmental procedures and operation of office equipment.

## **PROBATE AND COURT SERVICES MANAGER**

### **Classification Description - Pierce County**

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- Reviews complex reports, forms, papers and other records for clarity, completeness, accuracy and conformance with legal regulations. Initiates and follows up on processing of forms, often involving determination of procedural compliance, computation or verification of data, and research to resolve problems encountered.
- Designs and drafts new or modified departmental forms.
- Updates departmental regulations to reflect policy changes made by a superior.

#### **OTHER JOB FUNCTIONS**

- Prepares training manuals and preside over training classes.
- Prepares and issues written instructions for use of forms in accordance with organizational policies, procedures and practices.
- Maintains manual(s) of department policies and regulations.
- Performs other related functions as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of the legal policies, procedures and practices applicable to specialized office functions required by the position.
- 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.
- Thorough knowledge of general office practices and procedures.
- Ability to keep or supervise the keeping of complex records and to prepare periodic reports of such records.
- Ability to plan, supervise and evaluate the work of subordinates.
- Ability to plan, develop, and monitor departmental budgets.
- Ability to establish and maintain effective working relations with co-workers, public and private officials and the general public.
- Ability to communicate effectively, both orally and in writing with other employees, the general public and a variety of officials.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

#### **RECRUITING REQUIREMENTS**

AA degree in business or public administration, legal studies or related field and four or more years of progressive responsible legal support work including two or more years in a supervisory/lead capacity. Additional education or experience may substitute equally for the position requirements.