

# Market Range Detail - Legal Services Manager

## Effective Date

June 22, 2015

## Market Range Title Description

Positions within this market range title are responsible for the planning, direction, and management of legal support and clerical activities in one of the County's legal departments. The Legal Services Manager is distinguished from the Legal Support Supervisor in that the former is responsible for the overall management of one or more legal support divisions and directs work through multiple, subordinate Legal Support Supervisors while positions in the latter are the first-line supervisor responsible for the daily operations of legal support and clerical activities. In the smaller legal departments, the Legal Services Manager may also be responsible for all the department's administrative services and related staff. Incumbents are responsible for developing performance plans, monitoring and evaluating performance, coaching/counseling, interviewing and hiring new staff, training staff and determining work priorities. Other responsibilities typically include: developing and implementing policies and procedures; monitoring the area budget; participating in department strategic planning; recommending operational and process change; resolving complex and sensitive operational issues; leading special projects; researching business trends; providing training to staff.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$24.68	\$33.87	\$43.06

## Likely Minimum Qualifications

- Bachelor's degree in business administration, public administration, or related field.
- Two years of progressively responsible administration experience preferably in a legal environment.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Law Office Manager
- Legal Services Manager
- Legal Support Manager
- Support Services Manager

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.