

Title: <b>Legal Administrator</b>	Effective Date: June 17, 2023	Grade: XVI	Job Category: Professional
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***CHARACTERISTICS OF WORK***

This Legal Administrator position is responsible for the direction, coordination, and control of administrative support activities of the Legal Division clerical staff to ensure the most effective, efficient, and fluid operation within budgetary limitations.

***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Supervise, manage, and coordinate the work of office clerical staff in the Legal Division.
- Develop, organize, and implement uniform office procedures, such as, but not limited to, budget, accounting, personnel, records management, supplies and equipment, uniform document system or form usage that complies with Department policies and needs.
- Act as a manager-designee for the Division's Kronos Workforce Management System.
- Maintain and implement a legal case management system including training staff in system use.
- Regularly monitor the accuracy, completeness, and timeliness of case processing activities and clerical work in the Division.
- Assist designated attorney in management and processing of lawsuits and claims until final disposition, including preparation of complaints, subpoenas, answers, motions, discovery and other pleadings, interviewing claimants and witnesses and communicating decisions to third parties.
- Communicate and provide information to the public and Department managers with appropriate follow-through and/or resolution and confidentiality as required.
- Plan, develop, and facilitate changes in procedures, forms and practices, workflows, personnel assignments, and equipment as directed by Division administrators.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor's degree from an accredited college or university, OR the educational equivalent to a diploma from an accredited high school plus a minimum of four years of experience working in a law office as either a legal secretary, legal assistant, or paralegal. Experience in training, mentoring, and facilitating distribution of various tasks to Support Staff personnel.

Knowledge, skills and abilities: Knowledge in law office procedures and the ability to interpret and apply Department policies and procedures. Leadership qualities and above-average communication skills. Demonstrated management skills and the ability to effectively supervise others. Self-motivated, personable, and able to answer calls and communicate with the public. Extremely organized and able to create new procedures for better efficiency. Thorough familiarity with the operation of personal computers, office equipment and Microsoft Office software.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**