

HAYS COUNTY JOB DESCRIPTION

Job Code:
Grade: 111
FLSA: NonExempt

Prepared by: General Counsel
Date Prepared: February 2018

Legal Support Services Specialist – Office of General Counsel

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under supervision of the General Counsel uses judgement in negotiating, and or tracking the status of all contracts to which Hays County is a party. Including but is not limited to contracts for services, agreements between Hays County and other governmental or quasi-governmental entities, road and bridge agreements, purchase and sale agreements, standard unit-bid contracts, and settlement agreements. The Legal Support Services Specialist must be able to understand contract provisions, analyze their effect and recommend modifications, if any.

Responsibilities

- Supports administration within the Office of General Counsel and other offices within the County; and ensures that the following tasks are performed professionally:
 - Answering telephone calls and greeting visitors, providing information and assistance; taking messages.
 - Serving as point of contact for information concerning the activities of the office; responding to inquiries or directing inquiries to appropriate personnel.
 - Establishing and managing the office filing system.
 - Preparing files for storage; labeling and indexing records.
 - Sorting mail: applying postage and delivering outgoing mail.
 - Monitoring costs, equipment, materials and supplies.
 - Delivering, identifying and retrieving correspondence from county departments; filing legal documents with the County and District Clerk.
 - Maintaining and updating legal periodicals and manuals.
 - Assisting in response to all Civil Public Information Act (PIA) Requests filed within the county.
 - Assisting in preparation of requests for ruling under the PIA to the Attorney General's Office.
 - Assisting in Creating, maintaining and updating documents needed to facilitate road improvements under Chapter 253 of the Texas Transportation Code.
 - Assisting in Processing and coordinating Mass Gatherings Permits and Property Use applications and agreements.
 - Securing and confirming registration and hotel reservations for continuing legal education seminars.
 - Posting legal notice in newspapers.
 - Preparing Commissioners Court agenda items and backup for those items.
 - Preparing the Commissioners Court Agenda and meeting posting requirements
 - Providing copies of the finalized Commissioners Court Agenda to County agents and other interested parties.
 - Ensuring that the Commissioners Court agenda meets all requirements of Open Government and other statutory regulations
 - Ensuring that the Commissioners Court agenda meets all County policy requirements.
- Tracks developments in the policies, practices, and procedures of other governmental entities to ensure that Hays County is implementing best practices.
- Drafts and proofreads letters and memoranda, resolutions and/or proclamations.
- Reviews and provides edits to various types of County contracts including those for the procurement

of goods and services, professional services, construction, and interlocal agreements with other public entities.

- Monitors compliance with existing county-wide or office-specific contracts; reconciles proposed contracts with the terms and conditions of existing contracts, existing County or third-party policies and practices, and/or existing insurance coverages.
- Works in conjunction with the Purchasing Manager to develop, review, and update County purchasing policies, procedures, and standard documentation.
- Tracks proposed and current Commissioners Court actions to ensure that contracts and/or other documents are timely finalized.
- Coordinates consultants/contractors to promote their efficient, cost-effective performance.
- Authorizes payment vouchers and invoices for county contracts and services provided.
- Assists in the preparation of legal documents including pleadings, discovery, correspondence, resolutions and proclamations under the direction of an attorney.
- Coordinates and participates in the hiring process; assists in training new clerical personnel.
- Facilitates, schedules, and participates in court hearings, depositions, mediations, and meetings.
- Coordinates with and maintains good working relationships with other agencies, county, state and federal departments, and keeps staff informed of joint ventures and resources.
- Coordinates activities and programs with other departments and outside agencies and organizations to expedite work and improve interdepartmental performance using tact and diplomacy.
- Contacts, coordinates and requests documents and information from county departments involved in active litigation and claims; reviews received documents and information for completeness.
- Assists counsel(s) in preparation for trials, mediation, and/or arbitration.
- Compiles research material for the office.
- Supervises the management, retrieval and destruction of files.
- Generates, maintains, and updates spreadsheet reports.
- Notarizes legal documents.
- Manages calendars; schedules appointments.
- Keeps counsel(s) apprised of new developments in litigation and claims.
- Leads the preparation of budget and budget procedures.
- Maintains all litigation, claims and grievance files, while coordinating with the Human Resources Department.
- Maintains a good working knowledge of skills, processes, and best practices and legislative initiatives, regulations, or activities in area of responsibility.
- Performs legal research on a variety of legal issues, as needed.
- Makes trips between government buildings, as needed.
- Performs other duties as assigned.

Knowledge Required/Preferred

- Knowledge of State of Texas and Hays County laws, regulations, ordinances, policies, and procedures as they relate to the mission of the department and the county.
- Knowledge of the purposes, principles, terminology, and practices employed in civil and criminal law.
- Knowledge of the court system, its employees, and its operations.
- Knowledge of professional techniques related to civil law, criminal law, and the legal system.
- Knowledge of county procedures.
- Knowledge of the statutory requirements of Open Government.
- Knowledge of basic arithmetic and algebra including: addition; subtraction; multiplication; division; and interest, decimal and percentage calculations.
- Knowledge of the principles and practices of Texas Rules of Civil Procedure, Code of Criminal Procedure, Penal Code, Rules of Court, Family Code, Government Code, Local Government Code, and local rules.
- Knowledge of Texas Local Government Code and how the code governs purchasing procedures.
- Knowledge of Commissioners Court proceedings, rules, and regulations.
- General knowledge of basic legal terminology.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems including but not limited to Microsoft and other common law office programs, including Word, Access, Excel, Westlaw, Lexis Nexis, Quick Books, and other related programs
- Knowledge of Tyler Technologies packages, New World Systems, and Nova Time preferred.
- General knowledge of modern business office practices and procedures.
- Knowledge of civil litigation practice and procedure.

Required/Preferred Skill

- Exceptional skill in recognizing the meaning of contractual provisions; familiarity with Interlocal Agreements, Memoranda of Understanding, Letters of Intent, Letter Amendments, and other forms of contracts.
- Exceptional skill in the preparation and drafting of a variety of legal documents and correspondence using prescribed format and conforming to all rules of court and statutory procedures.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, court personnel, Judges, elected officials, attorneys, litigants, defendants, administrative staff, and the general public.
- Exceptional skill in reception, telephone etiquette, public relations including management of problematical emotional individuals
- Exceptional skill in documenting, reading, understanding and maintaining legal documents timely according to the Texas rules/codes of procedure.
- Skill in planning, organizing, and coordinating activities of policy and procedure development and implementation.
- Skill in setting a climate for professionalism and for positive employee morale and motivation.
- General skill in operating standard office equipment, such as personal computers, facsimile, typewriter, photocopier, calculators, and telephones.
- Exceptional organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

- Requires High School Diploma or equivalent.
- Completion of paralegal program or equivalent preferred.
- 2 to 5 years in the legal profession serving as a legal secretary, paralegal or related preferred

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Bilingual considered as a plus factor (Spanish and English).
- Attend and successfully complete TLETS training
- Must pass a criminal history review
- Notary Public or able to become a Notary Public

Supervision

- A supervisor provides training.
- This position plans and carries out assignments in accordance with instructions, policies or accepted practices.
- The General Counsel or Assistant General Counsel assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Legal Support Services Specialist uses judgment in negotiating, and or tracking the status of all contracts to which Hays County is a party. This includes but is not limited to contracts for services, agreements between Hays County and other governmental or quasi-governmental entities, road and bridge agreements, purchase and sale agreements, standard unit-bid contracts, and settlement agreements. The Legal Support Services Specialist must be able to understand contract provisions, analyze their effect and recommend modifications, if any. This position may be required to act as lead for county programs and projects on an as-needed basis. This position must have a strong work ethic. The Legal Support Services Specialist must follow directions, meet deadlines, have good attendance, be punctual, be reliable, and have a proper attitude. Confidentiality for all matters concerning the General Counsel's office is MANDATORY.

Emotional Demands

This position must handle a stress level of planning, coordinating, and advising on work efforts to resolve operating problems by influencing or motivating members of the general public and Hays County departments. This position must obtain, clarify or give facts to county staff and officials, and members of the public. The Legal Support Services Specialist meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative and working towards mutual goals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: