

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LEGAL SECRETARY SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that have formal supervisory authority over Legal Secretary positions. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are supervisory positions that function as a Legal Secretary and supervise other Legal Secretary positions in the performance of a wide range and combination of legal support services. Positions in this classification meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that do not supervise and direct the work of positions classified as Legal Secretary.

3. Positions that function as leadworkers and coordinate the daily activities of other legal secretaries that are more appropriately classified as Legal Associate.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

LEGAL SECRETARY SUPERVISOR

Positions in this classification perform, for a majority of the time, the duties of a Legal Secretary and supervise Legal Secretary positions in the performance of a wide range and combination of legal support services to assist legal counsel and staff attorneys in the delivery of legal services. In addition to performing the duties of a Legal Secretary, positions allocated to this classification perform a combination of the following day-to-day management related functions: oversee daily office operations; manage staff schedules; supervise and train legal secretarial staff; develop and implement policies and procedures.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was published in Bulletin OSER-0103-MRS/SC dated June 11, 2006 with an effective date of June 25, 2006 to reflect the creation of Legal Secretary Supervisor positions to ensure a more direct reporting relationship between legal secretaries and legal counsel or staff attorneys.

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