

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.

1. Agency Name Kansas Department of Commerce		9. Position # K0221983		10. Working Title Legal Assistant		Agency Number 300	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Public Service Administrator			
3. Division Legal				12. Proposed Class Title (if requesting reallocation)			
4. Section		For use by Human Resources Office		13. Allocation			
5. Unit				14. Effective Date		13a. FLSA Status ☒ Non-exempt ☐ Exempt	
6. Location (address where employee works) City Topeka County Shawnee				15. By		Approved	
7. (check appropriate time) ☒ Full time ☐ Reg. ☐ Part time (%) ☒ Temp.				16. Audit Date: By: Date: By:		17. Audit Date: By: Date: By:	
8. Regular hours of work: From: 8:00am To: 5:00pm						Position Number K0221983	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Amber Cabrera	Attorney	K0234649

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Amber Cabrera	Attorney	K0234649

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is given wide latitude and must use professional level, independent judgment in carrying out duties related to supervising, coaching and managing support staff, information systems, office workflow and procedures including the processes for tracking, monitoring, and facilitating the drafting and execution of complex contracts and agreements; in prioritizing support staff tasks in order to meet all deadlines, including deadlines for litigation and legal actions. In carrying out these duties, the incumbent must operate within statutory, judicial and administrative guidelines, in consultation with the Chief Attorney. Using broad guidelines from the Chief Attorney, this position takes the initiative to provide professional level support necessary for the Chief Attorney and staff attorneys by becoming familiar with their work assignments and priorities. This position is expected to independently review the quality and accuracy of his or her work product, with only occasional review by the Chief Attorney or staff attorneys.

21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

1. 20% E Develops and implements internal administrative procedures for the process of drafting complex negotiated contracts, grants, loan agreements and other related items carried out by the Legal Division. Forwards draft contracts and agreements to the other parties' signatories for approval. Monitors and communicates with the other parties regarding the status of subsequent drafts and revisions until agreement is reached and the contracts are finalized. Directs preparation and maintenance of various notebooks and files for the Chief Attorney and other attorneys as required. Directs scheduling and coordinates meetings, hearings and depositions for Chief Attorney and other attorneys as required; ensures that related documents are prepared or available as needed. Develops and recommends office management and support staff workflow procedures and guidelines for Legal Division functions and initiatives.
2. 20% E Provides full range, direct supervision to subordinate staff. Establishes performance expectations and priority outcomes, evaluates performance, provides employee counseling and guidance, and assigns work. Makes recommendations that carry particular weight to appointing authority with regard to hiring, disciplinary actions, and terminations. Recommends and implements procedures or methods for effectively handling complex or new support staff assignments related to legal functions. Reviews subordinates' work to ensure conformity to state and federal court rules and procedures, including proper formats, citations, copies and service. Maintains necessary documentation related to time and leave for all Legal Division staff. Reviews requests for purchase orders and vouchers, register staff for seminars, makes travel arrangements and reimbursements as necessary.
3. 20% E Transcribes or may author complex contracts, legal documents (including pleadings, briefs, proposed legislation and regulations), reports, memoranda and correspondence for the Chief Attorney. Proofreads and edits all material for accuracy and content. Directs reproduction, organization and distribution of final contracts, legal documents, reports, memoranda and correspondence as necessary. Provides support for other staff attorneys as needed. Directs establishment, organization and maintenance of a Legal Division filing system.
4. 15% E Serves as the primary agency contact with Division of Legislative Post Audit (LPA). Attends meetings, corresponds with LPA and locates documents to provide LPA to respond to audit requests. Organizes, analyzes and ensures accuracy over LPA information requests to meet deadlines.
5. 10% E Communicates with vendors, contractors, staff from the Department of Commerce, other state agencies, or other governmental units to obtain or provide needed information and to facilitate meetings, processing of contracts, or other matters on behalf of the Chief Attorney. Authors and types (or assigns to a typist) routine correspondence for the signature of the Chief Attorney or drafts and forwards e-mail or other communications as required.
6. 20% E Gathers expenditure data and creates reports necessary to develop the Legal Division budget. Makes recommendations regarding support staff funding and OOE or special project expenditure levels. Ensures maintenance of files on expenditures for each fiscal year. Tracks year-end expenditures and balances and prepares encumbrances in consultation with the Chief Attorney. Works with Chief Financial Officer as needed
7. 10% E Assists AJLA, Workforce AID and Governor's Military Council with payment vouchers and encumbrances when needed.
8. 5% E Performs other duties and tasks as assigned.

***Some or all duties may be altered in response to a disaster or large scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. ***

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Senior Administrative Specialist	K0221567
Intern	K0246747

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Due to the nature of the work performed by the Chief Attorney or attorneys, and given the infrequent review of the work performed by this position, the consequences of errors could result in major program failure or large financial losses for the State. For example, failure to ensure that certain contracts are accurately and promptly executed could have serious implications for the State. Missed court filing deadlines could result in adverse judgments against the State. Dispensing legal advice (whether knowingly or unknowingly) could result in disciplinary action and sanctions against the Chief Attorney or attorneys. Release of confidential or sensitive information could result in adverse publicity for the Department or state officials or in liability on the part of the State.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position routinely communicates orally or in writing with vendors, contractors, and high-level staff from the Department of Commerce, other state agencies, and other governmental units. These contacts are necessary to obtain or provide needed information on behalf of the Chief Attorney or attorneys and to facilitate meetings, processing of contracts, or other matters handled by the Chief Attorney or attorneys, and problem-solve regarding the procedural aspects of these matters. Due to the nature of the work of the Chief Attorney or attorneys, the matters discussed are frequently confidential or sensitive. Communications related to administrative and supervisory duties involve frequent contact with other staff and officials of this agency and others requiring persuading and problem-solving as well as disseminating and gathering information to best meet the needs of internal and external customers.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This work is typical of office positions in which there is little or no physical exertion and substantial amounts of time are spent seated. Some limited physical effort is involved in filing including carrying files and reaching up or bending down to reach file drawers.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Operates personal computer, printer, copier, telephones, and facsimile machines on a daily basis. May use transcription equipment frequently. Occasionally operates a typewriter, calculator and manual binding machine for reports with plastic binders.

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

Three years of progressively responsible administrative/supervisory experience in a law office environment, including knowledge of state government; legal ethics and confidentiality issues in the legal office environment; analytical and organization skills in working with complex data and situations; legal terminology, court rules and procedures, including those related to debt collection and strong editing skills.

Competency in Microsoft Office software, including Word and Excel.

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- B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

Preferred Qualifications:

Five years of progressively responsible administrative/supervisory experience in a law office environment, including knowledge of state government; legal ethics and confidentiality issues in the legal office environment; analytical and organization skills in working with complex data and situations; legal terminology, court rules and procedures, including those related to debt collection and strong editing skills.

Prefer five years of administrative/supervisory experience in a law office environment preferred.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date