**Class Summary**

The responsibilities of this classification include performing the full supervising role for assigned staff; providing direction, identifying objectives and goals supported by best practices, and serving as an escalation point for conflicting priorities; and assigning and ensuring work is accomplished in a timely manner that meets expected quality standards.

**Distinguishing Characteristics**

This is a single incumbent classification in a Public Defense Division. This classification is the fourth level in a four-level classification series and is distinguished from the Public Defense Paralegal in that the Public Defense Paralegal Supervisor is responsible for the supervision of assigned staff.

**Examples of Duties**

*In addition to the duties of the Public Defense Paralegal classification, the Public Defense Paralegal Supervisor will:*

1. Assign and coordinate daily work activities, prioritize work, manage conflicts, analyze workflow and standard operating procedures.
2. Identify training needs and coordinate appropriate training for assigned staff.
3. Conduct performance evaluations and develop performance measures and standards; participate in the hiring process.
4. Mediate and resolve complaints related to Public Defense Paralegal services; serve as the final escalation point.
5. Develop and administer procedures and processes that support established guidelines and rules and regulations; ensure compliance with applicable local, state, and federal laws.
6. Serve as a backup for coverage as needed.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of principles and practices of effective supervision

Knowledge of Guidelines for Criminal Defense adopted by the Washington State Bar Association

Knowledge of attorney-client relationship and the requirement to adhere to the Washington State Bar Association Rules of Professional Responsibility

Knowledge of current civil and criminal law and terminology, court rules, and procedures

Knowledge of current legal research methods and practices

Knowledge of current interviewing techniques

Knowledge of general office policies, principles, and practices

Skill in writing pleadings, motions, and briefs

Skill in communication and interpersonal relationships

Skill in handling multiple competing priorities, sensitive situations, and functioning well under time constraints

Skill in interpreting complex legal documents and regulations and laws

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Certification from a nationally accredited paralegal training institution

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 6 |
| **Levels within same series** | Legal Assistant, Legal Assistant – Lead, Public Defense Paralegal, Public Defense Paralegal Supervisor |
| **Class History** | 09/2022 - Created |