

RESOLUTION NO. 2026 - 9 1 0 3

**APPROVE RESOLUTION ADOPTING NEW PLUMAS COUNTY LEGAL ADMINISTRATIVE SERVICES OFFICER JOB CLASSIFICATION IN THE COUNTY COUNSEL DEPARTMENT
BASE WAGE \$36.90/HOUR.**

WHEREAS, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan, position allocation, and funding revenues; and

WHEREAS, the Human Resources Director has written and attached a new job classification in Exhibit A for the Legal Administrative Services Officer, base wage of \$36.90/hour; and

WHEREAS, it is recommended the position be placed in the Confidential Unit and the county has met the meet and confer obligation.

NOW, THEREFORE BE IT RESOLVED by the County of Plumas Board of Supervisors as follows:

- 1) Approve the new job description for Legal Administrative Services Officer, attached as Exhibit A.
- 2) Approve a base wage of \$36.90/hour.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13th day of January 2026, by the following vote:

AYES: Supervisors Hall, Goss, Ceresola, Engel, McGowan

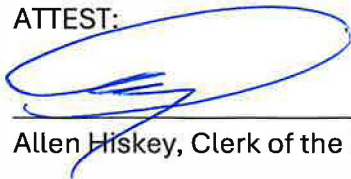
NOES: Supervisors

ABSENT: Supervisors



Mimi Hall, Chair
Board of Supervisors

ATTEST:



Allen Hiskey, Clerk of the Board

Approved as to form:


Sara James, Attorney
County Counsel's Office

LEGAL ADMINISTRATIVE SERVICES OFFICER**DEFINITION**

Under general direction of a licensed attorney, plans, develops and manages multiple administrative and fiscal responsibilities within the County Counsel office, including the highest level of paralegal work. Performs complex administrative, budgetary, systems, statistical and other management analyses in support of projects, activities and functions. Provides backup assistance to the Clerk of the Board, and may provide investigation services for certain employment related investigations. Supervises support staff as needed, and completes related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single management level classification that has considerable latitude in exercising independent judgment and decision making in administrative, financial and legal support. A Legal Administrative Services Officer is distinguished from that of a Paralegal, or Management Analyst by the scope and complexity of the duties and responsibilities assigned. Administrative Services Officers in staff support positions perform administrative duties that impact total departmental operations and are responsible for directing daily operations of the County Counsel Office.

REPORTS TO

COUNTY COUNSEL/ ASSISTANT COUNTY COUNSEL

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise or serve as a lead worker to Legal Assistants, Paralegal I, Paralegal II and other clerical support staff

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- **Administrative Management:**
 - Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the program to which assigned; provides or coordinates staff training. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
 - Assists with developing and administering departmental budgets and program/project budgets.
 - Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations.
 - Perform advanced administrative, fiscal, program and data processing system analysis, gather, tabulate and analyze data; draw organization, workload, and other charts.
 - Assists with the administration of the County Counsel's Office by supervising the daily operations and the administrative, financial, and business activities.
 - Directs purchasing, collection and/or external claim reimbursement activities.
 - Make decisions in financial, personnel, and other administrative systems.
 - Responsible for all contract and grant administration.
 - Conducts research related to assigned programs; analyzes findings; prepares

- recommendations, reports and necessary correspondence; presents reports to appropriate agency, committee, Board and/or County staff.
 - Develops, revises and implements office policies and procedures.
 - Prepares bid specifications for services and equipment; reviews purchase requisitions and invoices prior to processing; maintains contact with vendors and service providers.
 - Assists outside Departments in preparing bid specifications in accordance with the County Purchasing Policy.
 - Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates.
- **Legal Management:**
 - Under direction of an attorney: drafts motions, petitions and orders brought before the court.
 - Confers with county departments to draft resolutions/ordinances for presentation to Board of Supervisors.
 - Evaluate/answers inquiries concerning routine legal questions, status of pending litigation and matters pertaining to the Board of Supervisor's agenda items.
 - Directs staff in providing, or directly provides, litigation support through activities such as file maintenance, litigation calendars, preparation of notices, subpoenas, depositions summaries and other related documents and/or other written materials, searches, retrieves and/or researches public and private records in accordance with applicable state and federal laws governing access to these records.
 - Determines needs in discovery, and/or completes discovery; participates in decision making strategy sessions in preparing cases for court.
 - Acts as a liaison between the County Counsel's Office and other departments, outside agencies, and the public; researches and relays requested information; exercises confidentiality and discretion in processing sensitive and confidential matters.
 - Performs legal research on an extensive level with little or no direct supervision.
- **Investigation Services:**
 - In conjunction with Human Resources staff, plans, directs, coordinates, and conducts employment related investigations.
 - Assesses grievances/complaints to determine Investigation needs
 - Interviews complainants and witnesses, analyzing and evaluating their statements.
 - Prepares investigative reports under direction of a licensed attorney.
- **Small Claim Advisor:**
 - Manages the Small Claim Court Advisor Program.
 - Provides, or directs support staff to provide, procedural advice to small claims litigants including, but not limited to, explaining procedures, proper jurisdiction, appropriate use of forms and assistance on presenting claim, motions, etc. before the court.
 - Pursues continuing education to stay informed and aware of changing laws, procedures and forms pertaining to small claims.
- **Clerk of the Board Responsibilities:**
 - This position will provide backup services to the Clerk of the Board
 - Provides technical assistance for Board meetings and assists with remote participation.
 - In the absence of the Clerk of the Board, prepares agendas and minutes, and acts as the clerk during Board meetings.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Pertinent federal, state and county laws and regulations.
- Modern office practices and technology, including the use of computers for data and word processing.
- Organization, fiscal and personnel management.
- Principles of supervision, training and performance evaluation. Research methods, techniques and procedures.
- Principles and/or methods of public and/or business administration. Budgeting procedures and techniques.
- Principles and procedures of fiscal and statistical record-keeping. Business letter writing and report preparation.
- English usage, spelling, grammar and punctuation. Basic mathematical principles.
- Ability to understand and utilize the County's agenda software.
- Principles and/or methods of investigation.

Ability to:

- Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.
- Learn the operation, policies and procedures of the department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Developing, implementing and administering complex County administrative and financial programs and meeting critical deadlines.
- Supervise, train and evaluate the work of staff. Prepare and administer a budget.
- Establish and maintain cooperative working relationships with those contacted during work.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Communicate clearly and concisely, both orally and in writing. Maintain records and prepare required reports.
- Conduct investigations into personnel matters.
- Obtain an investigation certification.
- Maintain confidentiality as required.

TYPICAL PHYSICAL REQUIREMENTS

- Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; repetitive use of hands; bending and twisting waist and of neck, continuous upward and downward flexion of the neck, squatting, simple grasping, reaching above and below shoulder level and carrying files weighing up to 10 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

- Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience, two of which must include legal research and assisting in drafting pleadings and legal correspondence and processing court documents, and two years of responsible program development and administrative experience, preferably in local government.

Training:

A Paralegal Certificate from an accredited university, college or other educational institution, or an Associate's Degree in a related field, such as public administration.

Training in investigations in compliance with the Civil Rights Department Guidelines.

SPECIAL REQUIREMENTS

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.