DUTY STATEMENT
LEGAL SUPPORT SUPERVISOR I
OFFICE OF APPEALS

Under general direction of the Legal Support Supervisor II, the Legal Support Supervisor I, as a first- line working supervisor, performs a wide variety of supervisory and administrative duties necessary to maintain the efficient operation of the legal support activities in the office of appeals.

ESSENTIAL FUNCTIONS

Percentage	Function
30%	Plans, organizes, directs and controls the work of the legal support staff, in-house and off-site, in the processing of a variety of administrative program appeals.
	Performs administrative duties involving the operation of the Appeals Office in the absence of the Legal Support Supervisor II.
25%	Instructs and assists a legal support staff in the completion of registration/calendaring, record control duties, and decision/transcript preparation.
25%	Provides on-going employee development through training, monitoring and evaluating work performance, preparing probationary reports, counseling, and conducting yearly performance evaluations. Takes appropriate corrective action as necessary.
	Assists in recruitment, interviewing, and hiring of new staff. Trains employees.
10%	Gathers statistical data and generate reports, review attendance monthly. Travels and attends all required meetings.

NONESSENTIAL FUNCTIONS

Percentage	Function
5%	Answers difficult questions referred by staff.
5%	Performs other work as appropriate for the classification.