



LEGAL ASSISTANT 2

Department: Multiple
Job Class #: 210400
Pay Range: General 14

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is responsible and varied legal support work for Pierce County. Employees in this class are responsible for performing moderately complex technical work in support of court or legal office functions which require independent judgement within policy guidelines and considerable knowledge of legal terminology, processes, and procedures. This class is distinguished from the Legal Assistant 1 level by the greater degree of complexity of work, greater variety of responsible tasks, and by the more serious consequences of error. Work is largely procedural, but incumbents must frequently use judgement in application or choice of procedures and sequence of activities to achieve the most effective performance of job duties. Public contact requiring explanation of rules and the interpretation of established guidelines to persons who may have no knowledge of legal procedures is also a basic element of this class. Incumbents do not normally supervise others, however, employees with considerable experience occasionally train new employees, and may be called upon to assist in resolving unusual or difficult problems. Supervision is available for guidance on new or changed procedures or requirements. Work is reviewed periodically for accuracy and adherence to established policies and procedures, and quality of service provided. **Clerk's Office:** Public contact with individuals for the purpose of screening applicants relating to domestic violence services.

ESSENTIAL FUNCTIONS

- Performs counter and/or phone work providing information to the public; advising attorneys and other interested parties regarding status of cases and legal procedures while maintaining security and confidentiality. May deal with sensitive and/or potentially volatile situations.
- Maintains legal files and case controls; extracts information from files; prepares legal forms and papers; prepares and reviews files.
- Organizes case files in preparation for court trial; prepares new case activity files; encodes or enters into database for court dates and/or attorney of record; maintains statistical records; processes and distributes court case files.
- Performs word processing with responsibility for accuracy, proper grammar, punctuation, spelling, and legal terminology.
- Collects, records and tabulates statistics, and may implement special statistical studies required by local, state, or federal government, or for departmental purposes.
- Trains support staff in new departmental procedures or operation and maintenance of office machines and equipment.
- Compiles and maintains records of amount, kind, and value of materials or stock on hand in a department. Maintains inventory at proper levels for departments' normal operations.

ASSIGNED COUNSEL ONLY

- Prepares, processes, and reviews pleadings, which involves knowledge of legal and regulatory requirements, proper content of documents and records from rough draft or transcription for the lower courts such as District and Municipal courts.
- Reviews division cases for conflicting interests of co-respondents and assigns panel attorneys to

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determined conflict cases.

- Processes requisitions, vouchers, and invoices for payment of panel attorney fees, witness fees, interpreters and any other professional services.
- May photocopy Western State Hospital patient records and obtain patient signatures for appropriate legal forms.
- May prepare training manuals and preside over training classes.

CLERKS OFFICE ONLY

- Schedules for trial and return dates; collects fees for court filings and issuance of processes (i.e., writs, garnishments, attachments, restitutions).
- Transcribes court activity to case history documents.
- Prepares court calendar; encodes or enters into database for court dates and attorney of record.
- Performs cashiering functions which may include accepting and recording payment of fees.
- Performs initial interview with clients to determine whether Supervisor Court Intervention or referral to other jurisdictions is necessary.
- Attends court sessions, recording court and/or dispositions for subsequent transcription to the case history docket; handles papers between court and judge; swears in jurors; calls jurors.
- Makes certified copies of legal documents; certifies that records are true and correct.

SUPERIOR COURT ADMINISTRATION ONLY

- May rotate between office and courtroom functions.
- May be assigned to work or cover Superior Court Administration offices e.g. Commissioner Services, Criminal, Civil, Jury, etc..
- Provide technical assistance and procedural information to the public, attorneys, jurors, litigants, court and county staff and other justice system personnel and agencies.
- Research requests by the Commissioner's during court sessions.
- Coordinate Superior Court Jury Management including conducting jury orientations, and public presentations.
- Organize and manage the overall jury process.
- Prepare court calendars; encode or enter into database for court dates and attorney or record.
- May be assigned clerk court sessions i.e., hand paper between court and judge; maintain order and decorum in the courtroom and prepare minutes and other court documents which constitute the statutorily required permanent record of all court proceedings.
- Monitor and implement courtroom security. Exercise discretion regarding the need for extra security and make arrangements therefore.
- May suggest code or proceeding updates in the LINX system.
- May be assigned to train or assist in training new court employees.

OTHER JOB FUNCTIONS

- May prepare, issue, and send out warrants, certificates, summonses, and other standard legal documents.
- Composes, types, and posts routine correspondence.
- Performs other related job functions as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal terminology, legal and regulatory requirements, techniques and content of documents and records as required by the position.
- Knowledge of general legal office practices and procedures.
- Knowledge of business English grammar, usage and spelling.
- Knowledge of basic accounting and arithmetic including basic cashiering principles.
- Ability to resolve conflict and problem solve using discretion, patience, empathy, and professionalism.
- Ability to understand and apply available legal guidelines or regulations to varied operational requirements, and to follow clearly stated oral and written instructions.
- Ability to communicate effectively with individuals involved in sensitive or emotionally charged situations.
- Ability to type on a typewriter, word processor or personal computer at an acceptable level of proficiency as required of the position; and operate standard office machines.
- Ability to establish and maintain effective working relationships with co-workers, attorneys, court personnel, private and public officials and the general public.
- Ability to work effectively with individuals who act out in a socially unacceptable manner.
- Ability to work effectively in a highly stressful environment.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

A minimum of one year progressive, responsible experience as a legal assistant, legal secretary or related legal staff support function. Must be able to utilize word processor or personal computer at an acceptable level of proficiency as required for positions requiring those skills. Training by an accredited vocational school, college or university in the field of legal support work or related area is preferred. Other education or experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.