



LEGAL ASSISTANT 4 – PROSECUTING ATTORNEY

Department: Prosecuting Attorney
Job Class #: 210800
Pay Range: Professional 05

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.

Definition

Employees in this classification function either at the supervisory level of the Legal Assistant Class series, as the division's Technology Coordinator, or as Public Records Coordinator for the Prosecutor's Office. The employee must be able to perform all of the duties and essential functions of a Legal Assistant 1, 2, and 3.

General Functions

Supervisor:

This is a highly responsible supervisory office support position in the field of legal services for the Prosecuting Attorney. Employees in this class are responsible for planning and accomplishing a designated workload of legal, clerical or technical tasks through subordinate employees and for administrative duties. Incumbents are first-line supervisors who plan workload distribution, assign work, adjust assignments to accommodate work fluctuations, monitor work accomplishments, take corrective action and evaluate employee performance. Incumbents perform as working supervisors and participate in the workload of the department. Employees in this class possess thorough understanding of legal procedures, processes and requirements applicable to the work of the position. While the number of subordinates varies, the position typically supervises from four to ten employees. The employee will have demonstrated exceptional qualities in mentoring and motivating staff in order to assist individual employees in realizing their fullest potential with a view to accomplishing the Prosecutor's role in serving the community and focusing individuals on how we best serve the public.

Technology Coordinator:

Incumbents may serve as the division's technology coordinator. This responsibility will increase depending upon the number of users and types of programs run in the division. A technology coordinator may also be responsible for legal support at the legal assistant 3 level for the division. The combination of technology coordinator that include 30 or more end users and a high level of legal support work constitutes a legal assistant 4 classification.

Public Records Coordinator:

This position coordinates highly complex, specialized public records requests for the Pierce County Prosecuting Attorney's Office. Employees in this classification are responsible for coordinating with staff and/or members of the public in defining document needs and planning document responses. This position is responsible for gathering, redacting, and disseminating documents responsive to records requests in a timely and efficient manner.

Activities are governed by laws, rules, exemptions, and policies related to disclosure which must be understood and interpreted.

Considerable latitude for independent judgment and action is exercised within this classification. Work is reviewed periodically by an administrative superior through conferences and evaluations for

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effectiveness of the work.

Typical Duties/Responsibilities – Supervisor:

Supervises and coordinates activities of legal clerical workers. Determines work schedules and methods of expediting workflow. Issues instructions and oversees work for exactness, neatness and conformance to procedures and policies.

Prepare legal forms and papers, prepares and reviews files.

Prepare and submit biweekly payroll as assigned.

Investigates grievances involving subordinates and recommend resolutions.

Recommends promotional and disciplinary actions.

Approves leave requests and seeks approval for overtime when required.

Schedules vacations to assume adequate coverage for maintenance of production standards.

Prepares appraisals to evaluate performance of subordinates and establishes standards of performance of each position being supervised.

Consults with management regarding clerical needs; makes recommendations on budget requirements for the division/unit such as staffing, equipment, etc.

Schedule regular staff meetings for division/unit support staff. Review with support staff projects, concerns, policies, etc.

Attend staff meetings.

May serve as a local area network manager for division.

Provide information and advice concerning specialized or technical services rendered and related office functions, including responses to difficult problems and questions raised by subordinates or the public served.

Composes management correspondence and routine letters in reply to correspondence concerning legal proceedings, court information or other informational requests. Reads incoming correspondence and gather data to formulate reply. May complete form letters. Composes memos to inform office staff of policy or procedural changes.

Trains clerical workers in new departmental procedures or operation and maintenance of machines and equipment. Prepares training manuals and presides over training classes.

Reviews complex reports, forms, papers and other records prepared by support staff for clarity, completeness, accuracy and conformance with legal regulations. Initiates and follows up on processing

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of forms, often involving several steps such as determination of procedural compliance, computation or verification of data, and research to resolve problems encountered.

Designs and drafts new or modified office forms. May prepare and issue written instructions for use of forms in accordance with organizational policies, procedures and practices.

Updates office regulations to reflect policy changes made by a superior. May be responsible for maintaining a manual of office policies and regulations.

Performs other related specialized office assignments as requested by superiors.

Skills, Knowledge and Abilities – Supervisor:

Ability to focus the team on how we best serve the public.

Committed to the trifecta of being a good worker with a strong work ethic and the skills needed to do the job, a good colleague – treats every colleague respectfully and professionally, and good emissary – represents the office in a positive manner.

Proactive in cultivating the trifecta and holding each team member, and each other, accountable to our expectations. Caseloads or workloads effectively managed. Immediately deals with personnel issues when necessary. Prevents harmful gossip and destructive conduct. Focuses team members on doing their job for the public.

Ability to be engaged as a leader. Is a good mentor. Gets to know team members, observes and listens. Is approachable and earns their trust. Makes team member feel valued and respected.

Ability to communicate effectively. Finds a way to approach each unique individual in a manner that maximizes his or her potential. Ability to explain why a decision has been made. Does not ignore misinformation, immediately dispels and provides facts. Ability to communicate to the public we serve what we are doing and why.

Supports fellow leaders who are doing their part in upholding the mission of the office, adhering to the trifecta, and holding their team members accountable to these standards of public service.

Extensive knowledge of the legal policies, procedures and practices applicable to specialized office functions required by the position.

Considerable knowledge of the principles and practices of modern office management and supervision of standard record maintenance procedures applicable to the special field to which assigned.

Thorough knowledge of general office practices and procedures.

Ability to keep or supervise the keeping of complex records and to prepare periodic reports of such records.

Ability to plan, supervise and evaluate the work of subordinates.

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Ability to establish and maintain effective working relations with coworkers, public and private officials and the general public.

Ability to communicate effectively, both orally and in writing with other employees, the general public and a variety of officials.

Typical Duties/Responsibilities – Public Records Coordinator:

Review, analyze, organize and summarize documents and information in response to complex public records requests for the Prosecutor's Office. Assure compliance with applicable laws governing the release of public records and may confer with management.

Use various computer programs to perform and manage work, compile information, and communicate with others and stay proficient with changing technology. Knowledge of office standard software applications.

Compose legal documents and/or correspondence with accuracy and timeliness using appropriate legal terms, correct punctuation, and grammatical usage.

Perform complex research and draft objective responses.

Create and maintain a records system involving classifying, indexing, storing, and retrieving a large volume of material.

Good communication skills, both oral and written. Get along well with attorneys, clients, staff, and others under stressful conditions. Ability to work with many different types of people with differing styles and personalities.

Accurately and timely completion of all work assignments with attention to detail. Take initiative and responsibility to ensure the completion of assignments.

Organize, prioritize, and maintain workload under time pressure to meet competing and strict deadlines and emergent situations.

Sit for extended periods of time at a workstation and complete repetitive tasks.

Regularly and reliably report to work during scheduled work hours or in accordance with an approved flex schedule.

Maintain confidentiality on all matters encountered in the course of business.

May train clerical or volunteer staff concerning procedures or operation and maintenance of machines and equipment.

Creates and reviews reports, forms, papers and other records prepared by volunteers or others for clarity, completeness, accuracy, and conformance with office standards.

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Backup up other legal assistants as needed.

Knowledge, Skills and Abilities – Public Records Coordinator:

Knowledge of the Public Records Act and the Prosecutor's Office policy regarding the Act; functions of the various units within the Prosecutor's Office; and civil and criminal procedures and legal terminology.

Skilled in locating and documenting records searches; operating computer programs such as Word, Excel, CRIM LIX, CIV LINX, LINXWEB; using office equipment such as copy machine, scanners, Adobe Acrobat; composing correspondence and routine letters; reading incoming correspondence and gathering data to formulate reply.

Ability to focus the team on how we best serve the public.

Committed to the trifecta of being a good worker with a strong work ethic and the skills needed to do the job, a good colleague – treats every colleague respectfully and professionally, and good emissary – represents the office in a positive manner.

Proactive in cultivating the trifecta and holding each team member, and each other, accountable to our expectations. Caseloads or workloads effectively managed. Immediately deals with personnel issues when necessary. Prevents harmful gossip and destructive conduct. Focuses team members on doing their job for the public.

Ability to be engaged as a leader. Is a good mentor. Gets to know team members, observes and listens. Is approachable and earns their trust. Makes team member feel valued and respected.

Ability to communicate effectively. Finds a way to approach each unique individual in a manner that maximizes his or her potential. Ability to explain why a decision has been made. Does not ignore misinformation, immediately dispels and provides facts. Ability to communicate to the public we serve what we are doing and why.

Review, interpret, search and respond to complex public records requests.

Seek and apply legal advice. Perform legal research, analyze, and apply conclusions.

Create and maintain a records system involving classifying, indexing, storing, and retrieving a large volume of material.

Communicate effectively both orally and in writing.

Prioritize and process large volumes of paperwork and handle multiple tasks with multiple deadlines.

Deal with people in stressful situations.

Establish and maintain effective working relationships with co-workers, other County employees, and the

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general public.

Perform repetitive motions for extended periods of time.

Create, compose and coordinate physical and electronic searches.

Read, interpret, and apply work related laws, guidelines, and regulations.

Create agendas and schedule and attend meetings.

Maintain confidential information and work with extremely sensitive file materials.

Work with a great degree of independence under general supervision.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. This position works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Ability to prepare documents using word processing systems. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the classification is required.

Recruiting Requirements

Four or more years of progressive, responsible experience in the legal field as a legal assistant, legal secretary or related legal staff support function. Related legal training by an accredited vocational school, college or university is preferred. Additionally:

- Supervisory positions require one or more years of supervisory/lead experience.
- Public Records Coordinator positions require one or more years of experience responding to complex public records requests

Other education or experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.