



## LEGAL PROCESSING ASSISTANT 4 – DISTRICT COURT

**Department:** District Court  
**Job Class #:** 471900  
**Pay Range:** General 38

**FLSA:** Non-Exempt  
**Represented:** Yes

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:** Employees of this class are responsible for planning and accomplishing a designated workload through subordinate employees, and for quantity and quality of work performed. Incumbents are lead workers who plan workload distribution, assign work, adjust assignments to accommodate work fluctuations and changes. While the number of subordinates is variable, these positions typically supervise from four to ten employees. Activities are governed by established policies, rules and procedures which must be understood and interpreted.

### **ESSENTIAL FUNCTIONS**

- Requires a thorough knowledge of all policies and procedures governing the functions of the court and all of its divisions. Requires knowledge of the general policies and procedures governing the functions performed within the court.
- Requires an outstanding ability to deal with complex factors and the ability to make decisions based upon conclusions for which there is little precedence.
- Interprets court policy and applies it to the daily operation of the administrative activity. Establishes objectives and develops programs to accomplish these objectives.
- Requires a continuous application of a significant degree of independent judgment. Makes decisions relating to the interpretation of court policy.
- Has continual contact with the Judges, court officials and contact with outside individuals of a somewhat extensive nature.
- Requires experience at the technical and supervisory levels of the court organization.
- Coordinate and supervise program budget and budget changes, analyzes budget variance.
- Supervises and coordinates activities of support workers. Determines work procedures, prepares work schedules and determines methods for expediting work flow.
- Prepares management correspondence and memos regarding non-routine matters.
- Analyzes operating procedures to devise most efficient methods of accomplishing work.
- Investigates grievances, recommends promotional and disciplinary actions, approves leave requests, overtime and schedule variations.
- Select and train new employees and evaluate performance.
- Provides information and advice concerning specialized or technical services rendered including response to difficult problems and questions raised by the public.
- Responsible for performing legal support duties of a highly substantive nature.
- Occasionally attends court and makes accurate minutes of court proceedings, processes orders of the court, oversees exhibits, administers oaths.

### **OTHER JOB FUNCTIONS**

- Performs other job functions as assigned.

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### **Classification Description – Pierce County**

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#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

#### **RECRUITING REQUIREMENTS**

Graduation from high school or equivalent and at least five years of progressively responsible experience in a court setting, or any combination of education and experience which provides the following knowledge, abilities and skills. Thorough knowledge of the operation of the district/municipal court and all aspects of case processing activity, thorough knowledge of modern office practices, ability to make consequential work decisions in accordance with laws, regulations, and court policies and procedures, ability to express ideas clearly and concisely, orally and in writing, and to establish and maintain effective working relationships, skill in the operation of all equipment used in the office operation.