



## JUVENILE COURT SERVICES ASSISTANT

**Department:** Juvenile Court

**Job Class #:** 203800

**Pay Range:** General 19

**FLSA:** Non-Exempt

**Represented:** No

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 varied and complex legal support work for Pierce County Juvenile Court. An employee in this classification is responsible for performing a wide variety of related legal support services to the court. Work is performed in the office or counter and in the courtroom. Duties include maintaining legal files, preparing court calendars, assisting judges and court commissioners, providing information regarding court processes and procedures, processing various legal documents, and performing related legal office functions. Work is characterized by the variety and complexity of duties, greater involvement in the technical aspects of procedural law, department policy, court procedures and status of cases in progress. Incumbents exercise considerable use of independent judgment and discretion when applying general guidelines. Supervision is provided by an administrative superior.

### **ESSENTIAL FUNCTIONS:**

- Performs counter and phone work providing information to the public; advises attorneys and other interested parties regarding status of cases and legal procedures; sets schedules for trial and return dates.
- Provides courtroom assistance to judges and court commissioners.
- Maintains legal files and case controls; extracts information from files; prepares legal forms and papers; prepares and reviews files for daily contact.
- Organizes case files in preparation for court trial; prepares new case activity files; prepares court calendar and various court documents and orders; processes and distributes court case files.
- Reviews legal reports, forms, papers and other records prepared by applicants or other personnel for clarity, completeness, accuracy and conformance with legal requirements.
- Works with court staff, judges, court commissioners, attorneys, law enforcement agencies, other related state support agencies, and the general public during trial or court proceedings.
- Performs typing or processing of legal documents requiring a knowledge of legal terminology, proceedings or the paperwork process.
- Prepares legal correspondence, notifies or mails out related documents to interested parties or agencies.
- Inputs updated information into State Juvenile Computer System on all cases.
- Maintains records and inventory of all related trial evidence obtained for court trials and hearings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

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### **Classification Description - Pierce County**

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#### **OTHER JOB FUNCTIONS:**

- Collects, records, and tabulates statistical data and other related information for departmental reports.
- May perform other related tasks as assigned.

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

##### **Knowledge of:**

- Legal terminology, forms, policies, and techniques.
- General office practices and procedures.
- Courtroom practices and procedures.

##### **Ability to:**

- Understand and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Operate various office equipment such as, typewriter, calculator, word processor, computer, or copier.
- Properly compose a variety of memoranda, letters, and legal documents with general instructions.
- Establish and maintain an effective working relationship with co-workers, public and private officials, and the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification

**MINIMUM REQUIREMENTS TO APPLY:** Two or more years experience as a Legal Secretary, Legal Assistant, or related clerical support work is required. Additional training or education as a Legal Secretary, Legal Assistant, Paralegal or related field may substitute for the recruitment requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.