



LEGAL ASSISTANT 1 – PROSECUTING ATTORNEY

Department: Prosecuting Attorney
Job Class #: 210200
Pay Range: General 12

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 Functions

This is entry level general clerical support work in the field of legal services for the Prosecuting Attorney. An employee in this class is provided on-the-job training and related work experience for the performance of responsible legal support work. The employee is responsible for learning applicable legal guidelines or regulations, court processes and procedures and office operational procedures. Work assignments are typically structured in a training mode, and are carried out under direct and continuous supervision. Work involves providing information to attorneys and to the public. As the incumbent becomes familiar with departmental procedures and processes, some aspects of the work may be performed with greater independence. Work is performed under the supervision of a higher level staff member and is checked frequently for adherence to office procedures and accomplishment of training objectives.

This classification may be used throughout the divisions for reception and clerical work. The clerical work primarily focuses on filing, distribution of mail, delivery of papers to courts, jail, police departments, etc.

Typical Duties/Responsibilities

- Perform reception and telephone work, which will require knowledge about office policies, regulations and procedures.
- Pulls files for deputy prosecuting attorneys.
- Deals with complaints from the public courteously.
- Distributes mail by date stamping and forwarding to appropriate staff member.
- Distributes papers to court, jail, police agencies, etc.
- Operates standard office machinery including such equipment as telephones, copiers, computers, printers, fax machine, typewriter and others.
- Performs data entry.
- Performs other related duties as assigned.

Skills, Knowledge and Abilities

- Knowledge of general office practices, procedures and equipment.
- Knowledge of business English, spelling and rules of grammar.
- Some knowledge of legal terminology, legal formats, policies, procedures and techniques as required by the position.
- Ability to acquire knowledge of the principles and practices of the justice system.
- Ability to understand and execute oral and written instructions.
- Ability to perform document production via a word processor at an acceptable level of proficiency as required by the position.

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- Ability to establish and maintain effective working relationships as necessitated by the work of the position, including the ability to work effectively with individuals who act out in a socially unacceptable manner.

Recruiting Requirements

A high school diploma or GED is required. Office skills training by an accredited vocational school is preferred. Actual office work experience may be substituted for education.