



LEGAL ASSISTANT 1

Department: Multiple
Job Class #: 210200
Pay Range: General 12

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 entry level legal support work for Pierce County. Employees in this class are provided on-the-job training and related work experience for the performance of responsible legal support work. Employees are responsible for learning applicable legal guidelines or regulations, court processes and procedures and departmental operational procedures. Work involves reception duties, sorting and distributing mail; logging, filing, providing information to attorneys and to the public; assisting the public in the completion of forms or applications; typing legal documents on word processing equipment. Work assignments are typically structured, and may be performed in a training mode, carried out under direct and continuous supervision by a higher level staff member. As an incumbent becomes familiar with departmental procedures and processes, some aspects of the work may be performed independently with review by an administrative superior for accuracy and conformance to established policies and procedures. **Clerk's Office:** Verifying and retrieving legal documents; assisting in checking and filing court exhibits; accepting and recording payment of fines or bail. Public contact with individuals for the purpose of screening applicants relating to domestic violence services.

ESSENTIAL FUNCTIONS

- Performs receptionist and general office duties such as greeting visitors and directing them to the proper person or section; responding to routine inquiries by telephone or person-to-person, taking and distributing phone messages for office staff while maintaining security and confidentiality. May deal with sensitive and/or potentially volatile situations.
- Operates standard office equipment such as computers, printers, copies, telephones, adding machines, recorders, and fax machines.
- Inputs, verifies and retrieves information from database.
- Opens, date stamps, sorts and distributes incoming mail and processes outgoing mail.
- Retrieves documents for assistance to judges, attorneys and the public.
- Opens and prepares new case files; maintains current files and records dates on which subsequent actions must be taken.
- Provides information and responds to complaints from the public and deals with them in a courteous manner.

Clerk's Office:

- Accepts and records payment for filing fees.
- Performs initial interview with clients to determine whether Supervisor Court Intervention or referral to other jurisdictions is necessary.

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OTHER JOB FUNCTIONS

- Acts as support to other legal assistants as required.
- May prepare and process legal documents.
- May be required to lift heavy objects.
- Performs other related duties as required.

SKILLS, KNOWLEDGE AND ABILITIES

- General knowledge of legal terminology, forms, policies and techniques as required by the position.
- Knowledge of general office practices, procedures and equipment.
- Knowledge of business English grammar, usage and spelling.
- Knowledge of basic accounting and arithmetic.
- Knowledge of methods and techniques utilized in lifting heavy objects.
- Ability to resolve conflict and problem solve using discretion, patience, empathy, and professionalism.
- Ability to understand and follow oral and written directions.
- 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 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 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 six months 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.

Special Note: Upon satisfactory completion of one year of service, a Legal Assistant 1 may be eligible for promotion to the Legal Assistant 2 classification.