



LEGAL ASSISTANT 2 – PROSECUTING ATTORNEY

Department: Prosecuting Attorney
Job Class #: 210400
Pay Range: General 14

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 responsible and varied clerical support work in the field of legal services for the Prosecuting Attorney.

Employees in this class are responsible for performing moderately complex clerical or technical work in support of legal office functions that require independent judgment within policy guidelines and considerable knowledge of legal terminology, processes and procedures. This class is distinguished from the Legal Assistant 1 level by the greater degree of complexity of work, variety of responsible tasks and by the more serious consequences of error. Work is largely procedurized, but incumbents must frequently use judgment in application or choice of procedures and sequence of activities to achieve the most effective performance of job duties.

Public contact requiring explanation of rules and the interpretation of established guidelines to persons who may have no knowledge of legal procedures is also a basic element of this class. Incumbents do not normally supervise others, however, employees with considerable experience occasionally train new employees and may be called upon to assist in resolving unusual or difficult problems. Supervision is available for guidance on new or changed procedures or requirements. Work is reviewed periodically for accuracy and adherence to established policies and procedures and quality of service provided.

This classification is used to perform the more complex legal support work at the District Court level or in support of a legal assistant 3 position handling Superior Court, Court of Appeals or Supreme Court work.

ESSENTIAL FUNCTIONS

- Ability to maintain regular and predictable attendance.
- Typing and/or keyboarding a variety of materials in final form from written matter utilizing typewriter, computer or word processor; ensures accuracy of information including correct grammar, spelling, punctuation, legal terminology and capitalization of material typed.
- Creates, organizes and maintains computerized and paper files and records and retrieves information, files, documents and records. Manually files and retrieves paper records. Distributes new case files.
- Delivers and retrieves documents, files, and boxes from other work locations within county government.
- Composes legal forms and papers, prepares and reviews files. Checks all documents for accuracy, proper grammar, punctuation and spelling.

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- Performs receptionist and general office duties such as greeting visitors and directing them to proper person or section; responding to routine inquiries by telephone or person-to-person.
- Provides information to the public and advises attorneys and other interested parties regarding status of cases. Required to maintain security and confidentiality. May deal with sensitive and/or potentially volatile situations.
- Operates standard office equipment such as copiers, typewriters, scanners, personal computers, postage machines, fax machines, printers, calculators and recorders.
- Ability to understand and apply available legal guidelines or regulations to varied operational requirements, and to follow clearly stated oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers, public and private officials and the general public.
- Ability to file alphabetically, numerically or by other predetermined classifications.

OTHER JOB FUNCTIONS

- Performs other related assignments as required.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of legal terminology, forms, policies and techniques as required by the position.
- Knowledge of general office practices and procedures.
- Ability to understand and apply available legal guidelines or regulations to varied operational requirements, and to follow clearly stated oral and written instructions.
- Ability to perform computer work at an acceptable level of proficiency as required by the position.
- Ability to operate office equipment associated with the position.
- Ability to establish and maintain effective working relations with co-workers, public and private officials and the general public.
- Ability to file alphabetically, numerically or by other predetermined classifications.
- Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

Legal training by an accredited vocational school or community college and three or more years of progressive, responsible legal assistant/legal secretary work. Additional education or experience which clearly indicates the ability to perform the functions of the position may substitute for the recruiting requirements. Ability to successfully complete thorough background investigation.

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