



**LEGAL ASSISTANT 3 – PROSECUTING ATTORNEY**

**Department:** Prosecuting Attorney  
**Job Class #:** 210600  
**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 Functions**

This is responsible and difficult clerical and support work in the field of legal services for the Prosecuting Attorney. Employees in this class are responsible for performing highly complex and varied secretarial, clerical and legal technical activities requiring firm grasp of the legal terminology, processes and procedures required by the work of the position.

This class is distinguished from the Legal Assistant 2 level by greater responsibility for initiating work in relieving a professional supervisor of technical, though sub-professional, aspects of legal work, greater responsibility for independently determining detailed procedures for carrying out assignments and/or by responsibility for the flow and completion of all assigned work within a section or unit. 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; and the exercise of more independence, discretion and judgment in applying general guidelines to work situations.

An incumbent may independently accomplish all work in his/her area but might typically provide limited supervision to subordinate employees. Supervision provided this position is of a general nature, allowing considerable latitude for completing assignments. Work is occasionally reviewed by a supervisor for the timely accomplishment of office tasks and the degree to which the work meets the needs of the work unit.

**This classification is used to perform the more complex legal support work associated with Superior Court, Court of Appeals and Supreme Court caseloads.**

**Typical Duties/Responsibilities**

- Maintains legal files and case controls; extracts information from files; prepares legal forms and papers; prepares and reviews files. Checks all documents for accuracy, proper grammar, punctuation and spelling.
- May perform reception and phone work.
- Provide information to the public and advise attorneys and other interested parties regarding status of cases.
- Organize case files in preparation for court. Prepare new case files and process and distribute case files.
- Provides task supervision over workers in an office section or unit. Makes work assignments, oversees performance of assigned jobs and provides assistance as needed. Also provides supervision over part time workers.
- Coordinates or participates in the collection and preparation of complex reports requiring technical expertise or thorough knowledge of departmental operations, procedures and regulations.
- Occasionally composes, types and posts routine correspondence.

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

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- Perform data entry.
- Maintains supplies on hand for division within offices and ensures proper levels for normal operation.
- 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 execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to properly compose a variety of memoranda or letters with only general instructions.
- Ability to keep or supervise the keeping of complex records and to prepare periodic reports from such records.
- Ability to perform computer work at an acceptable level of proficiency as required by the position.
- Ability to plan, assign and coordinate the activities of clerical co-workers or subordinates.
- Ability to operate office equipment associated with the position.
- Ability to perform document production via a word processor at an acceptable level of proficiency as required by the position.
- Ability to establish and maintain effective working relations with co-workers, public and private officials and the general public.

#### **Recruiting Requirements**

High school diploma or GED. Legal training by an accredited vocational school or community college will not be counted towards the required five years of legal experience. Five or more years of progressive, responsible legal assistant/legal secretary work required.