



LEGAL ASSISTANT 3

Department: Multiple
Job Class #: 210600
Pay Range: General 19

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 responsible and complex legal support work for Pierce County. Employees in this class are responsible for performing highly complex and varied secretarial and legal technical activities requiring a firm grasp of the legal terminology, processes and procedures required by the work of this position. This class is distinguished from the Legal Assistant 2 classification by greater responsibility for initiating work in relieving a professional supervisor of technical legal work; the knowledge necessary to perform the duties that are significantly more extensive and complex; a greater degree of independence in judgement and action required; a greater responsibility for independently determining detailed procedures for carrying out assignments; and/or by the 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 judgement in applying general guidelines to work situations. An incumbent may independently accomplish all work in assigned 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 an administrative superior for the timely accomplishment of office tasks and the degree to which the work meets the needs of the work unit. **Clerk's Office:** Public contact with individuals for the purpose of screening applicants relating to domestic violence services.

ESSENTIAL FUNCTIONS

- Provides task supervision over workers in a department section of unit. Makes work assignments, oversees performance of assigned jobs, and provides technical assistance as needed.
- Provides input to supervisor for employee performance appraisal. Assists in resolving minor work and personnel problems. Assists and advises other employees in an area of specialization. May also assist in on-the-job training of newly assigned or reassigned employees.
- Performs counter and/or phone work providing information to the public; advising attorneys and other interested parties regarding status of cases and legal procedures while maintaining security and confidentiality. May deal with sensitive and/or potentially volatile situations.
- Coordinates or participates in the collection and preparation of complex reports requiring technical expertise or thorough knowledge of departmental operations, procedures, and regulations.
- Organizes case files in preparation for court trial; prepares new case activity files; encodes or enters into database for court dates and/or attorney of record; maintains statistical records; processes and distributes court case files.
- Maintains legal files and case controls; extracts information from files, prepares legal forms and papers; prepares and reviews files.
- Performs word processing and/or stenography with responsibility for accuracy, proper grammar, punctuation, spelling, and legal terminology.

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ASSIGNED COUNSEL ONLY

- Prepares, processes, and reviews complex felony and/or appeals pleadings, which involves extensive knowledge of legal and regulatory requirements, proper format and content of documents and records from rough draft or transcription for the higher level courts such as Superior and Appellate courts.
- Reviews division cases for conflicting interests of co-respondents and assigns panel attorneys to determined conflict cases.
- Processes requisitions, vouchers, and invoices for payment of panel attorney fees, witness fees, interpreters and any other professional services.
- May perform secretarial support work for lead attorney in confidential personnel issues and unit divisional goals and processes.
- May prepare, process and review a broad-range of legal forms and documents such as wills, divorce, child custody, guardianship, immigration, etc. for Western State Hospital patients.
- May serve subpoenas for Western State Hospital patient related cases.
- May conduct factual investigation to resolve Western State Hospital patient questions on quasi legal issues.

CLERK'S OFFICE ONLY:

- Prepares court calendar; schedules for trial and return dates; collects fees for court filings and issuance of processes (i.e., writs, garnishments, attachments, restitution).
- Attends court sessions, recording court and/or dispositions for subsequent transcription to the case history docket; handles papers between court and judge.
- Sets schedules for trial and return dates.
- Makes certified copies of legal documents; certifies that records are true and correct.
- May examine records, testimony, judicial opinion, judgment or sentence of court or other proceedings in court of law.
- Performs initial interview with clients to determine whether Supervisor Court Intervention or referral to other jurisdictions is necessary.

OTHER JOB FUNCTIONS

- Assists clients in filing civil and small claims; explains general court procedures and assists in setting court hearing dates.
- Composes, types, and posts routine correspondence.
- Prepares, issues, and sends out permits, licenses, warrants, certificates, summonses, and other standard legal documents.
- Accepts and records payment of fees, fines, or bail.
- Maintains inventory of materials on hand in the department.
- Performs other related assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of legal terminology, legal and regulatory requirements, proper format, techniques and content of documents and records as required by the position.
- Knowledge of the principles and practices of office management.
- Considerable knowledge of legal office practices and procedures.
- Knowledge of business English grammar, usage and spelling.
- Knowledge of basic accounting and arithmetic including basic cashiering principles.

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- Ability to resolve conflict and problem solve using discretion, patience, empathy, and professionalism.
- Ability to maintain confidentiality of sensitive matters.
- Ability to plan, assign and coordinate the activities of legal support co-workers or subordinates.
- 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 communicate effectively with individuals involved in sensitive or emotionally charged situations.
- Ability to keep or supervise the keeping of complex records and prepare periodic reports from such records.
- 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 properly compose a variety of memoranda or letters with only general instructions.
- Ability to establish and maintain effective working relations 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 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

Two or more years of progressive, responsible experience as a legal assistant, legal secretary or related legal staff support function. 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.