



LEGAL ASSISTANT 4

Department: Multiple
Job Class #: 210800
Pay Range: Professional 05

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 FUNCTION

This is a highly responsible supervisory legal support work for Pierce County. Employees in this classification are responsible for planning and accomplishing a designated workload of legal technical tasks through subordinate employees. In addition, these employees are responsible for administrative duties which include supervisory training and office management responsibilities relative to legal support services. Incumbents are first-line supervisors who plan workload distribution, assign work, adjust assignments to accommodate work fluctuations, monitor work accomplishments, take corrective action and evaluate employee performance. Incumbents perform as working supervisors and participate in the workload of the department. Employees in this class possess thorough understanding of legal procedures, processes and requirements applicable to the work of the position. Activities are governed by legal policies, rules and procedures which must be understood and interpreted. Considerable latitude for independent judgement and action is exercised within the area of supervision. Work is reviewed periodically by an administrative superior through conferences and reports for effectiveness of the work.

ESSENTIAL FUNCTIONS

- Supervises and coordinates activities of legal support workers. Determines work schedules and determines methods of expediting workflow. Issues instructions and oversees work for exactness, neatness and conformance to procedures and policies.
- Provides legal information and advice, prepares legal papers and correspondence of legal nature.
- Investigates grievances involving subordinates and recommends resolutions; recommends promotional and disciplinary actions; approves leave requests and overtime; schedules vacations to assume adequate coverage for maintenance of production standards.
- Prepares appraisals to evaluate performance of subordinates; establishes standards of performance for each class of positions being supervised.
- Consults with management regarding legal support needs; attends staff meetings; makes recommendations regarding budget requirements for the unit such as staffing, equipment, etc.
- Provides information and advice concerning specialized or technical services rendered and related office functions, including responses to difficult problems and questions raised by the public served or by subordinates.
- Composes management correspondence and routine letters in reply to correspondence concerning legal proceedings, court information or other informational requests. Reads incoming letters and gathers data to formulate reply. May complete form letters or dictate reply. Composes memos to inform department staff of policy or procedural changes.
- Reviews complex reports, forms, papers and other records prepared by applicants or other personnel for clarity, completeness, accuracy and conformance with legal regulations. Initiates and follows up on processing of forms, often involving several steps such as determination of procedural compliance, computation or verification of data, and research to resolve problems encountered.

LEGAL ASSISTANT 4

Classification Description - Pierce County

Page 2

OTHER JOB FUNCTIONS

- Trains legal support workers in new departmental procedures or operation and maintenance of machines and equipment. May prepare training manuals and preside over training classes.
- Designs and drafts new or modified departmental forms. May prepare and issue written instructions for use of forms in accordance with organizational policies, procedures and practices.
- Updates departmental regulations to reflect policy changes made by a superior. May be responsible for maintaining a manual of department policies and regulations.
- Performs other related specialized departmental assignments as requested by superiors.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the legal policies, procedures and practices applicable to specialized office functions required by the position.
- Considerable knowledge of the principles and practices of modern office management and supervision of standard record maintenance procedures applicable to the special field to which assigned.
- Thorough knowledge of general office practices and procedures.
- Ability to resolve conflict and problem solve using discretion, patience, empathy, and professionalism.
- Ability to maintain confidentiality of sensitive matters.
- Ability to keep or supervise the keeping of complex records and to prepare periodic reports of such records.
- Ability to plan, supervise and evaluate the work of subordinates.
- Ability to establish and maintain effective working relations with coworkers, attorneys, court personnel, private and public officials and the general public.
- Ability to communicate effectively, both orally and in writing with other employees, the general public, and a variety of officials.
- Ability to communicate effectively with individuals involved in sensitive or emotionally charged situations.
- 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

Four or more years of responsible experience as a legal assistant, legal secretary or related legal staff support function, including one or more years in a supervisory/lead position. 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.