



## LEGAL INTERVIEWER

**Department:** Prosecutor's Office

**Job Class #:** 211300

**Pay Range:** Professional 03

**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 responsible and complex legal support work for the Family Support Division of the Prosecuting Attorney's Office. 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. An employee in this classification reviews cases referred by the Washington State Department of Child and Family Services to determine if the case is an appropriate referral. The employee schedules and conducts interviews of custodians/custodial parents of minor children regarding parentage. Work includes preparing pleadings, affidavits, witness testimony, service of process and other legal documents as required by this state and other states. Ongoing monitoring of cases includes regular telephone contact and correspondence with custodians/custodial parents and government agencies until biological parent is served and paternity established. An employee in this position works closely with the public and governmental agencies both within and outside Washington State. Work is performed with considerable latitude for independent judgment and is reviewed by supervising attorneys for results attained and quality of services provided.

### **ESSENTIAL FUNCTIONS**

- Reviews and makes an independent assessment of cases referred by the Washington State Department of Child and Family Services to determine whether the cases will be accepted by the Family Support Division.
- Conducts interviews with custodians/custodial parents of minor children regarding parentage.
- Prepares pleadings, affidavits and other legal documents to establish parentage.
- Initiates procedures to locate absent parents.
- Assesses relationships and parenting abilities of custodians/custodial parents.
- Acts as a mediator between custodial and non-custodial parents to facilitate settlement.
- Sets up files and maintains file tracking system.
- Maintains regular telephone contact with parties associated with each case.
- Composes correspondence to parties associated with each case, including government agencies.
- Maintains a full calendar of daily appointments.

### **OTHER JOB FUNCTIONS**

- Performs other job functions as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of legal documents, legal terminology, and legal procedures as they relate to family law.
- Ability to understand and apply complex legal guidelines, state statutes and regulations.
- Excellent oral and written communications skills.

## **LEGAL INTERVIEWER**

### **Classification Description – Pierce County**

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- Considerable knowledge of interviewing techniques.
- Ability to establish and maintain effective working relationships with staff and other agencies.
- Ability to listen and communicate effectively with the public, particularly hostile individuals.
- Ability to maintain the integrity of sensitive and confidential information.
- Excellent organizational skills.
- Knowledge of general office practices and procedures.
- Ability to perform computer work at an acceptable level of proficiency as required by the position.
- Ability to physically perform the essential job functions.
- Ability to operate office equipment associated with the position.
- Ability to maintain regular and predictable attendance.

### **RECRUITING REQUIREMENTS**

Bachelor's degree or graduate of paralegal/legal secretary program preferred and 4 years experience in a legal office.

Must pass background investigation.