



**LEGAL PROCESSING ASSISTANT 1 – DISTRICT COURT**

**Department:** District Court  
**Job Class #:** 471100  
**Pay Range:** General 32

**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 routine clerical work performing duties which follow well-established procedures. This position is supervised by a higher level Legal Process Assistant.

**Typical Work Performed:** Any one position may not include all duties listed. The examples do not cover all the duties which may be performed.

- Construct new case files.
- File and retrieve documents.
- Record person and case information into DISCIS (Court’s case management computer system).
- Process warrants, citations, subpoenas and other legal documents
- Answer phones.
- Open and distribute mail.

**Knowledge, Skills and Abilities:**

- Ability to apply established court policies and procedures.
- Ability to work effectively under direct supervision.
- Ability to follow oral and written instructions.
- Ability to exercise independent judgment and decision making within limits of established policies and procedures.
- Ability to provide service to the public in a courteous and respectful manner.
- Demonstrates a proficiency in the use of computers and standard office equipment.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, and judges within a team environment.
- Demonstrates respect for the variety of cultures and ethnic backgrounds of individuals conducting business with the court.
- Ability to work effectively as a team member and/or independently.
- Displays high standards of professional behavior and ethical conduct.

**RECRUITING REQUIREMENTS:**

Graduation from high school or equivalent; general clerical and computer experience; Court or DISCIS experience preferred; knowledge of modern office practices and procedures; or any combination of experience and knowledge which provides the skills and abilities outlined above.

Must be able to:

Lift and move boxes weighing up to 10 pounds.

Retrieve documents and files at ankle level and from an 8 foot level.

Perform tasks on a computer for extended periods of time, frequently up to 2 hours in one session.