



## LEGAL PROCESSING ASSISTANT 2 – DISTRICT COURT

**Department:** District Court  
**Job Class #:** 471700  
**Pay Range:** General 33

**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 work involves responsibility for performing a wide variety of operations requiring specialized clerical knowledge. Duties differ from the Legal Process Assistant 1 level in that incumbents are able to perform a wide variety of clerical activities associated with case processing.

### **ESSENTIAL FUNCTIONS:**

- Records person and case information into DISCIS and other computer programs.
- Processes and/or prepares warrants, citations, subpoenas, summonses, motions, notices, and other legal documents.
- Answers phones.
- Opens, sorts and distributes mail.
- Constructs and maintains case files and court records on which subsequent actions must be taken.
- Files correspondence, forms, invoices, receipts, documents and case files in alphabetical or numerical order and retrieves documents and case files.
- Provides assistance to the public at the counter and on the phone involving application of the tasks in the assigned unit.
- Under general direction, plans own work.
- Within limits of established policy, devises methods and modifies procedures as necessary.
- Performs routine to moderately complex clerical work in support of court functions.
- Searches for and compiles data.
- Operates date-time stampers and copiers.
- Copies information from source materials onto records or forms.
- Collects fees for court filings and issuance of processes (i.e., writs, garnishments, attachments, etc.)
- Receives, collects, receipts, and posts payments and fees for court filings, fines and/or bail.
- Prepares court calendars and various court documents and orders.
- Schedules hearings, pre-trial conferences, trials and arraignments.
- May attend court and make accurate record of court proceedings, process orders, oversee exhibits and administer oaths.
- May review vouchers and invoices for payment. May compare charges to purchase orders and receiving reports to verify accuracy.
- May participate in the preparation of fiscal reports, monthly reports and special recurring reports.
- May review various audit reports for compliance.

### **OTHER JOB FUNCTIONS**

- Performs other job functions as assigned.

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

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

- Ability to apply established court policies, procedures, laws and regulations.
- Ability to work effectively with minimal 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 exercise independent judgment in resolving difficult or unusual situations.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to provide service to the public in a courteous and respectful manner.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, and judges within a team environment.
- Ability to work effectively as a team member and/or independently in a high pressure environment.
- Knowledge of policies and procedures governing the tasks of this classification.
- Knowledge of modern office practices and standard office equipment.
- Knowledge of and proficiency in use of personal computers.
- Knowledge of the operation of district and municipal courts in the State of Washington.

#### **PHYSICAL REQUIREMENTS**

The Legal Process Assistant II works in an office environment on a daily basis. Work is subject to interruptions and normal office noise. Incumbent 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.

#### **RECRUITING REQUIREMENTS**

Graduation from high school or equivalent and at least two years clerical experience, or any combination of education and experience which provides the knowledge, skills and abilities as outlined above.

Experience in a district or municipal court or legal office and DISCIS computer experience preferred.