

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CIVIL LAW OFFICE SUPERVISOR**

Spec No. 6025

### **BASIC FUNCTION**

The position serves as office supervisor and legal assistant for the Snohomish County Prosecutor's Civil Division. The position is responsible for the quantity and quality of work performed by subordinate legal secretaries and other clerical staff. In addition, the position serves as the confidential legal secretary to the Chief Civil Deputy Prosecutor.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, coordinates and supervises the work of legal secretaries and other subordinate staff. Serves as liaison with Division attorneys to assure priority work of the office is performed in a timely and accurate manner.
2. Makes recommendations to the Chief of the Civil Division for hire, discipline, transfer and termination of subordinate employees. Trains subordinate staff and evaluate their work performance.
3. Develops, implements and monitors office procedures which assures adherence to relevant federal, state and local court rules, correct pleading forms, correct citation forms, and correct legal formatting.
4. Develops, implements and monitors uniform tickle systems which assures court and other deadlines are met.
5. Develops and maintains manual and/or automated legal case management systems, project management systems, file systems, and information retrieval systems.
6. Provides office-wide coordination of people and resources for major litigation and projects. Coordinates activities with the Tort Unit Legal Assistant.
7. Develops budget recommendations for supplies, equipment and other resources as requested by the Division Chief. Assists the Chief in monitoring the Division's budget allocations and revenues. Provides liaison with the Prosecutor's Administration Division and assures accurate implementation of departmental and county policies and procedures.
8. Serves as confidential and legal secretary to the Chief of the Civil Division. Prepares and maintains paperwork concerning confidential personnel matters referred to the Division.
9. Organizes and manages the Civil Division law library.
10. Assists the Chief in case assignments.
11. Performs a variety of legal assistant responsibilities as requested such as case management, investigation, legal writing, interviewing, and/or performs any of the tasks normally assigned to other legal assistants within the Division.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Represents the Chief in selected client contacts and as liaison with the Prosecutor's Administration as requested.
13. Responsible for maintenance of Division records/statistics and preparation of reports as requested by the Chief Deputy.
14. Provides day-to-day automated systems administration for the Division. In conjunction with the office automated systems administrator, develops and implements automated system management plan for the Division including protocol for backing up data files, maintaining confidentiality, restoring backed up data in event of system failure and emergency system loss procedures.
15. Undertakes special projects as requested by the Chief Deputy which may require planning, development, organizational and problem-solving skills.

### MINIMUM QUALIFICATIONS

Five (5) years experience as a Legal Assistant including three (3) years of progressively responsible supervision of Legal Secretaries and legal office operations; OR, five (5) years legal secretary experience including three (3) years progressively responsible supervision of legal secretaries and legal operations and a legal assistants certificate. Job related legal assistant experience may be substituted for the required legal assistant certificate; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Some automated systems management experience is preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required. Typing and word processing experience and proficiency.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of office management;
- supervisory methods and techniques;
- federal, state and local court rules and civil procedures;
- legal research methods and sources (particularly related to civil matters);
- legal writing techniques;
- rules of grammar, spelling, punctuation and word usage;
- bookkeeping, budget and/or financial record keeping methods and/or procedures, basic computer literacy involving personal computer systems and associated software, peripherals.

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- effectively supervise, train and evaluate the work of legal secretaries and subordinate legal office employees;
- establish and maintain an effective work relationship with attorneys, peers, subordinates and the general public;
- maintain necessary records and prepare required reports;
- understand and interpret at a highly technical level, civil court rules, civil procedure, and relevant statutes and ordinances;
- must be able to communicate effectively both orally and in writing;
- make appropriate decisions under pressure;
- meet deadlines and cope with interruptions;
- operate standard office machines and equipment;
- take and transcribe shorthand or equivalent as required;
- maintain exemplary work habits and professional representation;
- work independently within broad parameters.

### SUPERVISION

The position receives limited supervision from the Chief Civil Deputy and is required to exercise independent judgment within the policies established by the Chief Civil Deputy and the Prosecutor's Office.

### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1989  
EEO Category: 2 – Administrative Support  
Pay Grade: 237 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous