

SNOHOMISH COUNTY JOB DESCRIPTION

LAW OFFICE ASSISTANT

Spec No. 6337

BASIC FUNCTION

To perform a variety of complex office duties in a law office or to assist the general public by answering questions related to the legal field and/or directing them to the appropriate person or office unit.

STATEMENT OF ESSENTIAL DUTIES

1. Assists the general public, defendants, attorneys and law enforcement representatives in person or on the phone by answering questions and explaining court procedures; takes complaints, explains services, policies, procedures and schedules; locates information from court and county records and provides it to the public as requested.
2. Receives, processes and issues various legal documents, applications, notices, orders; reviews items for accuracy, completeness, required stamps and signatures; forwards documents to other offices as necessary.
3. Maintains data and records; calculates and compiles summaries of data, sets up and maintains files and filing systems; retrieves information from files; Composes, processes and files various legal documents; reviews documents for accuracy before filing and processing; forwards documents to other agencies/parties as necessary.
4. Schedules court hearings, prepares notices, legal documents, and court calendars; provides required documents to defendants and other parties and secures necessary signatures.
5. May compose and process notices, reports, form letters, forms, cards, documents and correspondence.
6. Assesses case information and initiates legal files; requests necessary case information from other agencies.

STATEMENT OF OTHER JOB DUTIES

7. May order and maintain office supplies.
8. May perform all the duties of subordinate level employees.
9. May be required to make county deliveries to other county job sites.
10. Performs related duties and takes on special projects as assigned.

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MINIMUM QUALIFICATIONS

One (1) year of legal office experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

Typing of forty-five (45) wpm is required.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- proper English, spelling, grammar punctuation and word usage
- basic mathematical calculations
- computer and software applications
- law office practices and procedures
- basic legal terminology, documents and document handling procedures

Ability to:

- maintain all ethical and professional standards
- observe strict confidentiality regarding all information obtained in the course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- assist the public in determining what their needs are
- quickly learn the names, locations and functions of departmental activities
- accurately and timely manage a high volume of work
- communicate effectively and courteously with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- type accurately
- maintain records and prepare related forms, applications, documents, statements and reports
- learn and retain complex procedures, laws and regulations
- clearly explain policies, procedures and schedules
- work with minimal supervision
- follow oral and written instructions
- read, interpret and categorize data rapidly and accurately
- operate standard office equipment
- work calmly under pressure
- meet deadlines and cope with interruptions
- perform mathematical calculations

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KNOWLEDGE AND ABILITIES (Continued)

- maintain records and prepare reports
- make independent consequential work decisions in accordance with laws, regulations, court/office policies and procedures
- train others in records functions, including regular employees and temporary workers as assigned
- interact with distraught or difficult individuals

SUPERVISION

Employees receive supervision from a Lead Deputy Prosecuting Attorney, supervisor or an administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Work is evaluated through conferences, periodic reviews and written evaluations.

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: January 2005
Revised: January 2006, October 2016
EEO Category: 6 - Administrative Support
Pay Grade: 306 Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous