

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL ASSISTANT/ENFORCEMENT SPECIALIST

Spec No. 5022

BASIC FUNCTION

To perform a variety of paraprofessional legal duties for the Division of Child Support and the Prosecuting Attorney's Office Family Support Division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives referrals, evaluates case to determine if criteria has been met and reviews paperwork to ensure all necessary documents have been received and are properly prepared; assesses court orders for validity, identifies potential problems and makes recommendations regarding acceptance of the case by the prosecutor's office to lead attorney; may be required to coordinate preliminary investigation of asset information and/or location of respondent.
2. Prepares chronological synopsis of case history and composes affidavits/declarations regarding history of the case; requests debt calculations from the state and contacts appropriate agencies such as L&I, Auditor's office, Assessor's Office, and Department of Licensing to obtain substantiating evidence and exhibits; determines appropriate exhibits to attach to affidavits/declarations.
3. Advises parties of actions being taken in the case; answers telephone calls and correspondence from parties; posts to case record on SEMS system; assists attorneys in trial preparation and may be required to testify regarding state's financial documentation.
4. Independently gathers and assesses financial information and prepares financial calculations for court documents; prepares cover letters and offers of settlement to respondents in show cause actions.
5. Acts a liaison with sheriff's office and jail personnel; arranges arraignment docketing; warrant quashing; releases and hearings on bail releases.
6. Calculates child support amounts and arrears and prepares and sends out letters of settlement to respondents; schedules settlement appointments and meets with respondent; may negotiate settlement; prepares settlement documents.
7. Issues Notice of Non-Cooperation to the CSO and the grant recipient if party fails to cooperate or when party cooperates and needs to be reinstated to cooperative status.
8. Answers calls, returns calls, pulls files pertaining to the phone messages within caseload, contacts parties or other agencies as necessary to obtain information pertinent to a case; reviews incoming mail and takes appropriate action or routes to appropriate staff persons.
9. Performs all the duties of a Legal Assistant.

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STATEMENT OF OTHER JOB DUTIES

10. May be required to perform notary functions.
11. May be required to attend court hearings to assist attorneys.
12. May perform all the duties of subordinate level employees.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates degree or legal assistant degree from an accredited program and three (3) years child support/paternity caseload management; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

Notary Public may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- family/child support law;
- rules of civil and/or criminal procedure;
- procedure of the office of support enforcement;
- legal research methods and sources;
- legal writing techniques;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- accurately and timely manage a high volume of work
- communicate effectively and courteously both orally and in writing;
- establish and maintain effective work relationships with superiors, peers, associates and the general public;
- exercise sound judgment;
- prepare and process legal documents;
- perform legal research;
- set priorities;
- organize work which is detailed, varied and complex;

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KNOWLEDGE AND ABILITIES (continued)

Ability to: maintain necessary records and prepare required documents/reports;

- deal with distraught and difficult individuals;
- work calmly under pressure and meet deadlines;
- maintain all ethical and professional standards of the Office and County;
- observe strict confidentiality regarding all information obtained in course of employment;
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness.

SUPERVISION

The employee receives supervision from a Lead Deputy Prosecuting Attorney, supervisor, or administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies, and accepted practices. Employees are responsible for the accuracy of the work produced by their subordinates. 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: December 1992
Previous Spec No. 610645
Revised: December 2004
EEO Category: 6 – Administrative Support
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous