

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL ASSISTANT

Spec No. 5021

BASIC FUNCTION

To provide basic legal and administrative assistance to Deputy Prosecuting Attorneys.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares, types and processes legal documents and correspondence; drafts legal pleadings and discovery documents which may involve researching and gathering information; processes documents to meet legal requirements and deadlines of numerous courts; files documents with clerks of numerous state, federal, and appellate courts, commissions and boards.
2. Sets up and maintains legal files and filing systems; files and retrieves materials as necessary; professionally communicates with clients, opposing counsel, court systems staff, and others.
3. Schedules appointments, meetings, conference rooms and makes travel arrangements as necessary; secures or schedules trial and hearing dates.
4. Organizes, analyzes reviews, tracks and keeps a complete record of cases; creates chronologies, abstracts, statistical charts and summaries; requests and obtains additional records based on document review.
5. Assists attorneys in preparation and coordination of cases, timesheets, and special projects and/or at hearings or trial as directed.
6. Interviews witnesses, employees, law enforcement, staff and others; takes notes at witness interviews; may testify in court about notes.
7. Creates and organizes exhibits and trial/hearing notebooks; communicates with and prepares witnesses for deposition or trial; assists attorney at hearings or trial.
8. Conducts computer and manual legal research as directed.
9. Determines and prepares a variety of case orders which involve researching and gathering information; prepares financial calculations; determines appropriate documents and notes on calendars of numerous courts, commissions and boards.
10. Tracks and documents case procedures and actions in file and in computer system.
11. Trains and gives direction to staff on policies and procedures as directed; may act as lead.
12. Tracks and performs investigative duties to locate parties and/or witnesses, background history, and/or assets as assigned, using manual and computerized resources.

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STATEMENT OF OTHER JOB DUTIES

13. Collects and compiles data; prepares various reports and timesheets as necessary.
14. May perform all the duties of subordinate level employees.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Completion of an accredited legal secretary, legal assistant or paralegal program; AND one (1) year of professional legal experience; OR, two (2) years of legal secretary or legal assistant experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Legal training by an accredited vocational school or college will not be counted towards the required legal experience. Must pass all job related tests.

SPECIAL REQUIREMENTS

Typing of sixty (60) wpm required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- legal terminology and legal document formats
- rules of civil and/or criminal procedure
- court rules, procedures, laws and regulations for numerous state, federal, appellate courts, commissions and boards
- standard office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic knowledge of legal resources and records storage procedures
- legal research, methods and sources
- legal writing techniques
- basic supervision

Ability to:

- accurately and timely manage a high volume of work
- use resources and accurately prepare and process all types of legal documents to meet legal requirements and deadlines
- accurately use word processing equipment and systems
- establish and maintain effective and professional work relationships with superiors, peers, associates, subordinates, clients and the general public
- maintain accurate, organized and complete case records and required reports
- maintain a positive contact with clients and observe a high level of confidentiality, good discretion and judgment
- communicate effectively and courteously, both orally and in writing

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KNOWLEDGE AND ABILITIES (continued)

- work independently and calmly under pressure
- meet deadlines and cope with interruptions
- read, interpret and apply procedures, laws, rules, regulations and guidelines for numerous courts, commissions and boards
- analyze and synthesize data for reports and exhibits
- organize and perform multiple tasks to meet multiple concurrent deadlines
- maintains 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
- interact positively with difficult or hostile people

SUPERVISION

Employees receive supervision from a Lead Deputy Prosecuting Attorney, supervisor, or administrative superior as assigned. The supervisor establishes objective, 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 an 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: November 1983
Revised: August 1997, December 2004, August 2017
EEO Category: 6 – Administrative Support
Pay Grade: 236 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous

Spec No. 610653