

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL PROCESS ASSISTANT LEAD

Spec No. 6117

BASIC FUNCTION

To perform complex office work requiring considerable knowledge of district court and/or juvenile court operations; OR, to assist in the supervision of subordinate level employees. Maintains, prepares and processes documents and records requiring a considerable in-depth knowledge of legal requirements, proper format and content.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides guidance to subordinates and other employees as required; assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions, established procedures and laws; handles day-to-day personnel questions and problems; may relieve the supervisor in his/her absence.
2. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the public's complaints and problems.
3. Develops, recommends and implements procedural changes required by changes in the law or court policy; may serve as liaison with other agencies such as the Office of the Administrator of the Courts.
4. Collects data and prepares reports as required.
5. Responsible for the collection, balancing and reporting of fines and court costs.

STATEMENT OF OTHER JOB DUTIES

6. May initiate and respond to correspondence related to assigned duties.
7. May perform all the duties of subordinate level employees as required.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience working in all phases of related district court and/or juvenile court work; AND, one (1) year of experience in supervision/leading subordinate level employees; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- district court/juvenile court practices and procedures
- basic bookkeeping practices and procedures
- all phases of district court or juvenile court work

Ability to:

- type accurately
- plan, organize and supervise the work of subordinate employees as required;
- maintain financial records
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- maintain necessary records and prepare required reports
- maintain an overview of complex processes
- effectively train, coordinate and evaluate the work of subordinate employees
- read, interpret and apply laws, rules, codes and procedures which govern the work unit;
- understand and execute complex oral and written instructions
- operate standard office equipment including telephones, typewriters, video terminals and calculators
- critically analyze and solve work related problems
- work independently and under pressure, meet deadlines and cope with interruptions
- exercise good judgment

SUPERVISION

Employees receive limited supervision from a 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.

WORKING CONDITIONS

The work is performed in the usual office environment and/or in a courtroom.

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

[EEO policy and ADA notice](#)

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Class Established: June 1977 as Clerk III

Spec No. 720643

Revised: July 1986

Revised: June 1999 as Legal Process Assistant III

EEO Category: 6 – Administrative Support (Including Clerical and Sales)

Pay Grade: 311 – County Clerk's Office

Workers Comp 5306 Non-Hazardous