

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL PROCESS ASSISTANT II - PA**

Spec No. 6391

### **BASIC FUNCTION**

To process legal documents and records in civil, criminal, domestic relations, probate, adoptions and mental illness matters.

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

1. Receives, interprets, docket, secures and retrieves documents filed in Snohomish County Superior Court including pleas, verdicts, sentences, bonds, warrants affidavits, writs, judgments, orders, motions, show cause, exhibits, depositions and court reporter notes.
2. Prepares and processes legal documents, notices and necessary forms in compliance with statutes, court rules and office procedures.
3. Performs verification or computation of data, fees or payments in legal documents such as criminal cost bills and judgments.
4. Assists the general public, attorneys and judges in person, on the phone or in writing by answering technical questions concerning court procedures.
5. Identifies and accurately enters into an automated accounting system all monies received for Superior Court and reconciles daily cash receipts.

### **STATEMENT OF OTHER JOB DUTIES**

6. Performs related duties as required.
7. May perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Successful completion of legal process on-the-job training; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Prosecuting Attorney's office practices and procedures (as assigned)
- standard office practices and procedures and commonly used equipment
- legal terminology, documents and basic document processing procedures
- superior court rules and procedures, laws and regulations

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### KNOWLEDGE AND ABILITIES (Continued)

- proper English, spelling, grammar, punctuation and word usage

#### Ability to:

- accurately and timely manage a high volume of work
- make consequential work decisions in accordance with laws, regulations, court policies and procedures
- read, interpret and apply laws, rules, codes and procedures governing document processing
- understand and execute complex oral and written instructions
- communicate effectively and courteously with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- 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
- operate a computer terminal and data entry and retrieval programs
- establish and maintain effective and professional work relationships with superiors, peers, associates and the general public
- operate standard office equipment including telephones, keyboards, computers and calculators
- maintain professional appearance
- interact with distraught or difficult individuals

### PHYSICAL REQUIREMENT

Heavy lifting up to fifty (50) pounds maybe required.

### SUPERVISION

Employees receive general supervision from an administrator as assigned. Assignments generally describe what is to be done, the quantity of work expected, and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The work is performed in the usual office environment.

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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: October 1980 as Legal Process Clerk II Previous Spec No. 720676 & 6090

Revised: September 1986; May 1996

Revised and Retitled: September 1999, Aug 2017 – Judicial Process Asst II

Revised: September 2000, December 2004

EEO Category: 6 – Administrative Support

Pay Grade: 307 - Clerical

Workers Comp: 5306 Non-Hazardous