

SNOHMISH COUNTY JOB DESCRIPTION

JUDICIAL TECHNICIAN

Spec No. 6297

BASIC FUNCTION

To perform a variety of legal support duties including interviewing, investigation, preparing a variety of legal documents, assisting attorneys, effecting service of legal process, accessing information from a variety of computer sources, parties and other agencies, and verifying information for use as evidence in court proceedings.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts interviews and reviews information provided by the interviewee as assigned.
2. Uses a variety of computer data bases to seek and verify information related to child support establishment and/or enforcement such as employment and asset verifications, criminal histories, court records, public records and skip-tracing.
3. Assists attorneys in preparing cases.
4. Records information related to the case on computer system.
5. Prepares and processes a variety of standard legal documents.
6. May prepare custom legal documents at the direction of an attorney.

STATEMENT OF OTHER JOB DUTIES

7. May affect service of process on inmates at the Snohomish County Jail or parties appearing for court hearings.
8. May prepare files, retrieve files and file paperwork.
9. May research county records as requested by legal assistant or attorney or supervisor.
10. May collect DNA buccal swab sample from parties.
11. May act as liaison between our office and other agencies as assigned.
12. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

One (1) year prior experience in the area of family law, preferably child support; PLUS, one (1) year experience working with the public in an office or agency environment; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must have computer experience and ability to learn and use several computer programs. Employee is expected to work well in a team environment. Must pass job related tests.

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SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- general legal terminology;
- standard office procedures and practices;
- computers and data/word processing.

Ability to:

- accept directions from attorneys, legal assistants, and supervisor;
- learn a variety of computer programs;
- exercise sound judgment and defer from giving legal advice;
- analyze and evaluate data necessary to determine the resources that can and should be used in investigation activities;
- communicate effectively;
- operate office equipment;
- maintain strict confidentiality of information;
- establish and maintain effective working relationships with superiors, peers, associates and the general public;
- perform service of process on inmates and parties appearing at hearings;
- extract information from a variety of sources and compile it into useable data;
- type and prepare legal documents;
- perform service of process;
- interact on behalf of our office in a professional manner;
- perform basic DNA collection with buccal swabbing;
- meet with the public in a one-to-one interview situation and have the ability to use interview techniques to direct and set limits for the interviewee.

SUPERVISION

The employee reports to the Family Support Administrator and/or other superior as assigned.

WORKING CONDITIONS

The work is generally performed in the usual office environment. On occasion, it may require work to be performed out of the office environment such as at the Snohomish County Jail, the Snohomish County Courthouse or other County offices. Two (2) plus hours at a computer daily.

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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: July 2000
EEO Category: 6 – Administrative Support
Pay Grade: 233 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous