

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LEGAL ASSISTANT - INVOLUNTARY TREATMENT PROGRAM**

Spec No. 5079

### **BASIC FUNCTION**

To provide basic legal and administrative assistance to Snohomish County Designated Mental Health Professionals (DMHP) and Deputy Prosecuting Attorney(s) assigned to mental health involuntary treatment hearings for Snohomish County Superior Court.

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

1. Prepares and processes legal documents and correspondence; prepares discovery documents which may involve researching and gathering information; processes documents to meet legal requirements and deadlines; files documents with the office of Snohomish County Clerk and numerous courts.
2. Sets up and maintains legal files and filing systems; files and retrieves materials as necessary; professionally communicates, schedules and coordinates the appearance of Court Commissioners, Judges, opposing counsel, DMHPs, court systems staff, and others for mental health hearings.
3. Schedules appointments, meetings, conference rooms, court certified interpreters, expert witnesses; and secures or schedules trial and hearing dates.
4. Organizes, analyzes reviews, tracks and keeps a complete record of cases; creates chronologies, abstracts, spreadsheets, statistical charts and summaries; requests and obtains additional records based on document review. Creates, maintains and ensures accuracy of electronic medical/clinical records.
5. Assists attorneys and DMHPs in preparation and coordination of cases, tracks cases to ensure filing deadlines and deadlines for consecutive court proceedings are met; creates and organizes exhibits and prepares official court file for mental health hearings or trials. Conducts computer and manual legal research, as necessary.
6. Determines and prepares a variety of case orders which involve researching and gathering information; determines appropriate documents, orders and notes on court calendars. Drafts, updates and finalizes court calendar for mental health hearings required to be heard by the next judicial day.
7. Tracks and documents case procedures and actions in file and in computer system.
8. Processes confidential patient/client information and maintains custody of legal, clinical, and medical records in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and in accordance RCWs 71.05 and 71.34.
9. Provides legal information and documentation via phone or in person, related to the involuntary commitment process.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

10. Opens, sorts and delivers incoming mail as well as prepare outgoing correspondence. Orders specialized office supplies, prepares purchase orders, and processes invoices for payment.
11. Trains and gives direction to staff on practices 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.

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

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

#### **MINIMUM QUALIFICATIONS**

Completion of accredited legal assistant program with course work relevant to the position; OR, two (2) years of legal assistant experience and the completion of an accredited legal secretarial program; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- legal terminology and legal document formats
- rules of civil procedure
- court rules, procedures, Federal and State laws, and regulations for Washington State civil commitment law
- 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

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#### KNOWLEDGE AND ABILITIES (continued)

- 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
- use electronic record databases specifically designed for civil commitment
- 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
- 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 the Involuntary Commitment Supervisor and take direction from a Deputy Prosecuting Attorney, supervisor, or administrative superior as assigned. The supervisor establishes objective, priorities and deadlines. 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: August 2016  
EEO Category: 6 – Administrative Support  
Pay Grade: 236 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous