

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**LEGAL ASSISTANT/SYSTEMS COORDINATOR**

Spec No. 5023

**BASIC FUNCTION**

To provide computer network systems administration, training and support and to perform a variety of paraprofessional legal assistant work including interviewing witnesses, and respondents, investigator efforts and drafting legal documents and reports on behalf of Deputy Prosecuting Attorneys.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Manage computer network system (SEMS) and office network system (NOVELL) and various other state and county computer programs, including system user maintenance, data storage management, disk back-up, hardware and software troubleshooting.
2. Responsible for network functions, systems and equipment maintenance, both LAN and WAN components.
3. Updates, programs and maintains automated office documents and forms and maintains records related to programming and location of the documents and forms.
4. Liaisons as directed with other agencies regarding computer system responsibilities.
5. Trains unit staff in the operation of new and revised systems as directed; acts as an ongoing informational resource to systems users.
6. Recommends new or enhanced hardware/software acquisitions; researches as directed.
7. Determines need for preparation of, or requests for, legal documents; maintains document and case tracking systems; reviews documents for completeness; may manage an assigned caseload.
8. Interviews witnesses or respondents to determine nature and extent of information needed to proceed with case processes; conducts investigation and requests follow-up as necessary.
9. Assists prosecuting attorneys in preparing cases for trials and hearings as assigned.
10. May perform any of the duties of a Legal Secretary.
11. Performs related duties as required.

**MINIMUM QUALIFICATIONS**

Completion of accredited legal assistant program with course work relevant to the position; OR, one (1) year experience as a paraprofessional level legal assistant; AND, one (1) year experience working with Local Area Network computer hardware, and word processing, data base and communications software; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

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**KNOWLEDGE AND ABILITIES**

Knowledge of:

- computer network and PC technology (NOVELL PREFERRED);
- computer operating systems and application software;
- basic programming;
- DOS and Windows operating systems;
- computer terminology;
- legal terminology;
- rules of civil procedure;
- legal research methods and sources;
- legal writing;
- rules of grammar, spelling, punctuation and word usage.

Ability to:

- manage computer network system;
- train employees to operate computer terminals and applied software packages;
- research and analyze computer hardware systems and software applications;
- troubleshoot computer systems;
- work calmly under pressure;
- exercise sound judgment;
- prepare and process legal documents;
- effectively interview clients;
- establish and maintain good work relationships with superiors, peers, other agencies and the public;
- set priorities and organize detailed, varied and complex work.

**SUPERVISION**

The employee receives limited supervision from a Deputy Prosecuting Attorney related to legal product. Systems management and legal assistant work assignment and processes are supervised by office supervisor. The employee is expected to exercise independent judgment within established unit and office policies and guidelines.

**WORKING CONDITIONS**

The work is primarily performed in the usual office environment. Employee must be available to work occasional weekends and must be available to work evenings if necessary for the maintenance or repair of the computer system. Employee may be required and must be willing to attend continuing education classes provided by the county and the state, which may require travel to the training facility.

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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: February 1991  
Revised: September 1997  
Previous Spec No. 610648  
EEO Category: 6 – Administrative Support  
Pay Grade: 237 – Classified Pay Plan  
Workers Comp: 5306 Non\_Hazardous