

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LEGAL INTERVIEW SPECIALIST**

Spec No. 5024

### **BASIC FUNCTION**

To perform professional court related services in the area of family law paternity matters. Investigates, reports and makes recommendations regarding residential/parenting plans as it relates to a child's support.

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

1. Reviews and evaluates assigned cases.
2. Established and maintains confidential files, working files and legal documents.
3. Provides information to the public, staff and other departments regarding policies and procedures.
4. Screens phone inquires; refers calls to other staff members as appropriate.
5. Prioritizes incoming mail, phone calls and requests for appointments.
6. Prepares a variety of correspondence, directives, memoranda, reports and other written material as required.
7. Researches and evaluates relevant information; forms conclusions and makes recommendations as appropriate.
8. Identifies and initiates inquires for information verification.
9. Assesses relationship and parenting abilities.
10. Mediates between custodial and non-custodial parents to facilitate settlement.
11. Completes and maintains detailed and accurate records of information obtained in each case.
12. Testifies in court relative to recommendation when necessary.

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

13. Performs related duties as required.
14. May perform all the duties of subordinate level employees.

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### MINIMUM QUALIFICATIONS

A Bachelor's degree in social or behavioral sciences or closely related field; PLUS, two (2) years of family court/mediation experience; OR, any combination of training and/or experience which provides the required knowledge and abilities. Must pass all job related tests.

### SPECIAL REQUIREMENTS

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

### KNOWLEDGE AND ABILITIES

Knowledge of:

- interview techniques;
- paternity issues and laws relating to paternity;
- computer and software programs;
- legal terminology and legal document formats;
- rules of civil and/or criminal procedure;
- courtroom procedures;
- legal research methods and sources;
- legal writing techniques;
- proper English, spelling, grammar, punctuation and word usage;
- basic mathematical calculations;
- family child support law;
- standard office practices and procedures.

Ability to:

- 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;
- accurately and timely manage a high volume of work;
- exercise sound judgment;
- establish and maintain effective and professional work relationships with superiors, peers, associates and the other agencies and the general public;
- follow precise instruction;
- accurately prepare and process all types of legal documents;
- relate to and communicate effectively and courteously with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- set priorities and organize work which is detailed, varied and complex;

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- set priorities and organize the scheduling of appointments;
- work independently with minimal supervision and little guidance;
- prepare exhibits;
- interact with distraught or difficult individuals;
- maintain necessary records and prepare required documents/reports;
- learn new procedures and skills;
- read, interpret and apply laws, regulations and guidelines related to paternity matters;
- communicate detailed information and recommendations effectively and courteously both orally and in writing.

### SUPERVISION

The employee receives supervision from a lead Deputy Prosecuting Attorney, supervisor, or administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Employees 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. Work is evaluated through conferences, periodic reviews and written evaluations.

### WORKING CONDITIONS

The work is performed in the usual 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: November 1993  
Previous Spec No. 610642  
Revised: June 1996, December 2004  
EEO Category: 6 – Administrative Support  
Pay Grade: 237 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous