

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL PROCESS ASSISTANT/SYSTEMS COORDINATOR

Spec No. 6114

BASIC FUNCTION

To provide complex office work requiring considerable knowledge of district court operations and to provide computer network systems administration, training and support. (To be assigned to this classification, an employee must be performing the system-related duties at least 50% of the time.)

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides guidance to subordinates and other employees as required; assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions, established procedures and laws; may relieve the supervisor in his/her absence.
2. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the public's complaints and problems.
3. Develops, recommends and implements procedural changes required by changes in law or court policy; may serve as liaison with other agencies such as the Office of-the Administrator of the Courts.
4. Assists in the installation of computer systems; performs computer network system administration functions including system user maintenance, data storage management, disk back up, hardware and software troubleshooting.
5. Trains department staff in the operation of new and revised systems; acts as an ongoing informational resource to system users; investigates data and system errors and makes corrections as necessary; contacts system vendors for assistance and information; relays information secured to users as necessary.
6. Enters data on computer terminal; sets up and maintains computer files; retrieves information from terminal; proofs and corrects work entered; purges files of obsolete or incorrect information.
7. Acts as liaison with Computer Operations; represents the Administrator on task forces and committees as assigned.
8. Collects data and prepares reports as required.
9. Responsible for collection, balancing and reporting of fines and court costs.
10. May initiate and respond to correspondence related to assigned duties.
11. May perform all the duties of subordinate level employees.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience working in all phases of related district court work; AND, one (1) year experience working with computer hardware, word processing, data base and communications software; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- district court practices and procedures;
- basic bookkeeping practices and procedures;
- all phases of district court work;
- computer network and PC technology;
- computer operating systems and application software.

Ability to:

- type accurately;
- plan, organize and supervise the work of subordinate employees as required;
- maintain financial records;
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public;
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes;
- manage computer network systems;
- train employees to operate computer terminals and applied software packages;
- research and analyze computer hardware systems and software applications;
- maintain necessary records and prepare required reports;
- maintain an overview of complex processes;
- effectively train, coordinate and evaluate the work of subordinate employees;
- read, interpret and apply laws, rules, codes and procedures which govern the work unit;
- understand and execute complex oral and written instructions;

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KNOWLEDGE AND ABILITIES (continued)

- operate standard office equipment including telephones, typewriters, computer terminals and calculators;
- critically analyze and solve work related problems;

Ability to:

- work independently and under pressure, meet deadlines and cope with interruptions;
- exercise good judgment.

SUPERVISION

Employees receive limited supervision from a supervisor or administrative superior as assigned. The supervisor establishes objectives, priorities and deadlines. Employees plan and 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.

WORKING CONDITIONS

The work is performed in the usual office environment and/or in a courtroom.

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: April 1991
Previous Spec No. 720645
EEO Category: 6 – Administrative Support
Pay Grade: 311 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous