

# SNOHOMISH COUNTY JOB DESCRIPTION

## LEGAL PROCESS ASSISTANT I

Spec No. 6115

### BASIC FUNCTION

To learn to perform a variety of complex duties in a District Court or Juvenile Court.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates in, satisfactorily progresses through and successfully completes the District Court/Juvenile Court on-the-job training program; receives training and instruction in legal document docketing and processing, in recording courtroom proceedings, in case scheduling, and in computer data entry.
2. Prepares new case files; assigns case numbers; prepares, files, and retrieves documents.
3. Assists the general public in person or on the phone by answering basic court procedural questions and locating information.
4. Types and processes routine legal documents such as warrants, subpoenas and summons.

### STATEMENT OF OTHER JOB DUTIES

5. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Six (6) months of office or secretarial experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Accurate typing is required. Prior court experience is preferred. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures;
- computer usage.

Ability to:

- enter data accurately;
- follow oral and written instructions;
- 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;
- operate office and courtroom equipment;
- establish and maintain effective work relationships with superiors, peers, associates and the general public;

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- make arithmetic calculations;
- meet deadlines and cope with interruptions.

### SUPERVISION

Employee reports to an administrative superior as assigned. The employee receives specific instructions for virtually all assignments, the work may be reviewed for completeness and accuracy or the employee performs tasks which have inherent checks built into' the nature of the work.

### WORKING CONDITIONS

The work is performed in the usual office environment and/or 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: July 1986  
Previous Spec No. 720641  
Revised: April 2000, December 2001  
EEO Category: 6 – Administrative Support  
Pay Grade: 307 – Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous