

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**LEGAL PROCESS ASSISTANT II - DISTRICT COURT**

Spec No. 6313

**BASIC FUNCTION**

To perform a variety of complex duties in a district court or juvenile court.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists the general public, defendants, attorneys and law enforcement representatives in person or on the phone by answering questions and explaining court procedures; schedules trial and hearing dates; locates information from court records and provides it to the public as appropriate.
2. Receives, records and processes payment of court fines, bail, penalty assessments and fees; enters payments on a computer terminal and issues receipts; prepares time payment agreements; monitors payments and takes appropriate action on past due accounts.
3. Receives, processes and issues legal documents such as subpoenas, warrants, summons, judgments and dispositions; reviews items for such things as accuracy, completeness and signatures; forwards documents to other agencies as necessary.
4. Enters information on correct records on a computer terminal; makes docket entries involving such things as pleas, dispositions, sentences, motions and notices; updates, retrieves and processes computer data.
5. Reviews and prepares case files for court sessions; pulls all related files; prepares and types documents as necessary.
6. Schedules, court hearings; prepares notices for litigants; prepares court calendars; records courtroom proceedings; maintains recording logs, marks exhibits and processes orders of the court; records documents filed in open court; provides required forms to defendants and other parties and secures necessary signatures.
7. Processes commitments, releases and referrals; monitors cases for compliance with court orders; prepares files and refers defendants to agencies as directed by judge; enters compliance reports and other documents into files and records; contacts other agencies as required; refers cases of non-compliance to judge and prepares summons and warrants as required; verifies completion of judge's orders and closes files.
8. Assists in the scheduling and coordination of jury trials; prepares and/or mails out juror information, cost bills, sign-in sheets, information sheets and selection cards; signs in jurors; contacts jurors who do not respond; prepares jury related statistics.

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STATEMENT OF OTHER JOB DUTIES

9. May perform all the duties of subordinate level employees.
10. Relieves in all areas of the district court/juvenile court as assigned.

MINIMUM QUALIFICATIONS

One (1) year court legal processing experience in a District Court, Juvenile Court or Superior court; OR, any equivalent combination of training and/or experience that provides the required knowledge or abilities; OR successful completion of the training period for the Legal Process Assistant I. Ability to type 35 words per minute. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices, procedures and machines
- basic arithmetic

Ability to:

- enter information into a computer system
- assist the public in determining what their needs are
- 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
- obtain information from defendants in the face of hostility and dispute
- maintain records and prepare related forms, documents, statements and reports;
- work with minimum supervision
- follow oral and written instructions
- operate standard office equipment including telephones, computer terminals and calculators
- operate standard office software packages (word processing, spreadsheet, database, email, and calendaring)
- meet deadlines and cope with interruptions
- make arithmetic calculations
- learn and be able to clearly explain applicable laws and ordinances, procedures and practices
- exercise good judgment under stressful circumstances

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SUPERVISION

Employees receive general supervision from a supervisor or an administrative superior as assigned. Assignments are made including generally, what is to be done the quantity of work expected and any deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

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: December 2001  
Previous Spec No. 6116  
Revised: June 2004  
EEO Category: 6 – Administrative Support  
Pay Grade: 309 Clerical Play Plan  
Workers Comp: 5306 Non-Hazardous