

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL PROCESS ASSISTANT II – SUPERIOR COURT

Spec No. 6116

BASIC FUNCTION

To perform a variety of complex duties in juvenile court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the general public, respondents, attorneys, law enforcement representatives and other agencies in person or on the phone by answering questions and explaining court procedures; locates information from court records and provides it to the public as appropriate.
2. Schedules court hearings within mandated legal timeframes; prepares correspondence and notices. Schedules youth, families and volunteers for training, programs, and appointments.
3. Receives, processes and issues legal documents such as petitions, subpoenas, warrants, summons, judgments and dispositions; reviews documents for accuracy, completeness and signatures; and distributes documents to legal professionals.
4. Creates and maintains records; updates court databases with pleas, dispositions, sentences, motions and notices; receives, records and processes payment of legal financial obligations; retrieves and processes data; takes minutes at meetings.
5. Reviews and prepares social and/or volunteer files; pulls all related files; prepares documents as necessary.
6. Processes law enforcement referrals; contacts other agencies; prepares summons and warrants; reviews and verifies completion of orders, checks files and reports for accuracy and completeness.

STATEMENT OF OTHER JOB DUTIES

7. May perform all the duties of employees in the same and lower related classifications.
8. May maintain employee payroll records for such categories as sick leave, vacation, overtime and hours worked.

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. Must pass job-related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- record keeping procedures

Ability to:

- establish and maintain effective work relationships with co-workers, superiors and community partners
- use computer program applications including word processing, databases, and spreadsheets
- stay up-to-date with computer software updates and learn new programs
- assesses the situation from the customer's point of view; emphasize a team approach to providing great customer service; and recognize adverse customer reactions and develops better alternatives
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with emotional and/or behavioral disabilities
- maintain records and prepare related forms, documents, statements and reports
- work with minimum supervision
- follow oral and written instructions
- operate standard office equipment
- meet deadlines and cope with interruptions
- learn and be able to clearly explain applicable laws and ordinances, procedures and practices
- exercise good judgment under stressful circumstances

SUPERVISION

Employees receive general supervision from a supervisor or an administrative superior as assigned.

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](#)

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Class Established: June 1977 as Court Clerk, Previous Spec No. 720642

Revised: July 1986

Revised: April 2000, December 2001

Revised and retitled: December 2017

EEO Category: 6 – Administrative Support

Pay Grade: 309 Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous