

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL SECRETARY, LEAD

Spec No. 6120

BASIC FUNCTION

To perform complex legal secretarial duties requiring considerable knowledge of specialized office operations, and/or to train, coach and supervise subordinate level employees.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist lead deputy prosecuting attorneys, legal assistants and/or the office manager in the management of a unit or division; makes recommendations to the office manager for the training, coaching, transferring and terminating of subordinate level employees
2. Helps determine division goals, prioritizes work loads and assigns routine daily work to subordinate level employees; supervises work product of trainees and others who report to this position; recommend changes that will improve the effectiveness of the division.
3. Leads other subordinate level employees and provides direct supervision to them as required; assigns daily work and trains subordinate level employees as necessary; reviews work in progress and upon completion to insure accuracy and compliance with instructions and established procedures; may relieve the supervisor in his or her absence.
4. Recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments; coordinates paper flow within the assigned division.
5. Designs and updates training manuals and trains new employees; conducts regular training and informational meetings for subordinate level staff.
6. Reviews division manuals and computerized procedures periodically; revises and updates procedures as appropriate.

STATEMENT OF OTHER JOB DUTIES

7. May perform all the duties of subordinate level employees as required.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of legal secretarial experience; AND one year experience in supervision/leading and training subordinate level employees; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- legal terminology and legal document formats
- rules of civil and/or criminal procedure
- office practices and procedures and commonly used equipment
- proper English, spelling, grammar, punctuation and word usage
- all phases of related clerical work
- basic principles of supervision
- Superior and District Court rules, procedures, laws and regulations

Ability to:

- work independently in a high-pressure environment making consequential work decisions in accordance with laws, regulations, court policies and procedures
- accurately prepare and process legal documents
- accurately and timely manage a high volume of work
- understand and execute complex oral and written instructions
- effectively train, coordinate and evaluate the work of subordinate employees
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public
- maintain all ethical and professional standards of the office and county
- maintain necessary records and prepare required documents/reports
- observe strict confidentiality regarding all information obtained in course of employment
- communicate effectively and courteously
- deal tactfully and courteously with attorneys, judges and the general public
- work under pressure, meet deadlines and cope with interruptions
- critically analyze and solve work-related problems
- operate office equipment

SUPERVISION

Employee receives supervision from the Criminal Law Office Manager. Assignments are made indicating generally what is to be done. 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. The supervisor establishes objectives, priorities and deadlines. Employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

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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](#)

Previous Spec No. 750751

Class Established: June 1977 as Legal Secretary, Senior

Revised: January 1986

Retitled and retitled: November 2007

EEO Category: 6 - Administrative

Pay Grade: 312 Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous