

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LEGAL SECRETARY**

Spec No. 6119

### **BASIC FUNCTION**

To perform a variety of legal secretarial duties.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Prepares and types legal documents and correspondence; processes documents to meet legal requirements and deadlines; files documents with the various state, federal, and appellate courts, commissions and boards; forwards documents to other agencies/parties as necessary.
2. Sets up and maintains legal files and filing systems; files and retrieves information and materials as necessary.
3. Collects, opens, sorts and distributes mail; stuffs envelopes and addresses outgoing mail.
4. Enters data in case management system; proofs and corrects work entered; retrieves information from case management system or hard files.
5. Locates, reviews and retrieves information from various software systems.
6. Receives and directs incoming calls and/or visitors; determines their needs, answers questions, direct them to the proper area and furnishes documents as appropriate; places calls for attorneys to secure information as requested.
7. Schedules appointments, meetings, conference rooms and makes travel arrangements as necessary. Schedules court hearings, depositions and trials; and ensures all associated files for those events are available and complete.
8. Closes, scans and archives files; purges files of obsolete or incorrect information and performs special projects as directed.
9. Assists with the collection, documentation and tracking of discovery documents and digital media.

### **STATEMENT OF OTHER JOB DUTIES**

10. Collects and compiles data; prepares various reports and time sheets as necessary.
11. May perform all the duties of subordinate level employees.
12. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

One (1) year of legal secretarial experience; OR, the completion of an accredited legal secretarial or related program; 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.

Typing of sixty (60) wpm is required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- legal terminology and legal document formats
- rules of civil and/or criminal procedure
- standard office practices and procedures and commonly used equipment;
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- accurately and timely manage a high volume of work
- accurately prepare and process all types of legal documents
- type accurately
- maintain all ethical and professional standards of the office and county
- observe strict confidentiality regarding all information obtained in course of employment
- produce work product that meets professional standards of quality, neatness accuracy, and promptness
- deal tactfully and courteously with attorneys, judges and the general public
- maintain necessary records and prepare required documents/reports
- operate standard office equipment
- communicate effectively and courteously
- work calmly under pressure, meet deadlines and cope with interruptions
- interact with distraught or difficult individuals
- set up and maintain office files

### **SUPERVISION**

Employees receive general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines, which are to be met. Employees carry out recurring assignments on their own initiative and receive additional, specific instructions for new or unusual assignments. Work may be checked to ensure timely completion and accuracy. Work is evaluated through conferences, periodic reviews and written evaluations.

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### WORKING CONDITIONS

The work is performed in an office environment. Criminal Division only – may work on cases containing violent or sexual subject matter.

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: June 1977

Previous Spec No. 750750

Revised: January 1986, January 1993, December 2004, January 2006, April 2015

EEO Category: 6 – Administrative Support

Pay Grade: 309 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous