



Pierce County

Classification Description

LEGAL ASSISTANT 1 – PROSECUTING ATTORNEY

Department: Prosecuting Attorney
Job Class #: 210200
Pay Range: General 12

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTIONS

This is general clerical support work in the field of legal services for the Prosecuting Attorney. An employee in this class is provided on-the-job training and related work experience for the performance of responsible legal support work. The employee is responsible for learning applicable legal guidelines or regulations, court processes and procedures and office operational procedures. Work assignments are typically structured in a training mode, and are carried out under direct and continuous supervision. Work involves providing information to attorneys and to the public. As the incumbent becomes familiar with departmental procedures and processes, some aspects of the work may be performed with greater independence. Work is performed under the supervision of a higher level staff member and is checked frequently for adherence to departmental procedures and accomplishment of training objectives.

This classification is used for less complex legal support work. It is also used in a division as a receptionist or file clerk.

ESSENTIAL FUNCTIONS

Ability to maintain regular and predictable attendance.

Maintains computerized and paper files and records and retrieves information, files, documents and records. Manually files and retrieves paper records. Distributes new case files.

May prepare legal forms and papers. Checks all documents for accuracy, proper grammar, punctuation and spelling.

Ability to establish and maintain effective working relationships with co-workers, public and private officials and the general public.

Distributes mail by date stamping and forwarding to appropriate staff member.

Operates standard office equipment such as telephones, copiers, computers, printers, fax

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machine, typewriter and others.

May retrieve and deliver paper records to and from other agencies.

Ability to file alphabetically, numerically or by other predetermined classifications.

Performs data entry.

Performs other related assignments as required.

SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of general office practices, procedures and equipment.

General proficiency in using Microsoft Office software to create legal documents and correspondence.

Knowledge of business English, spelling and rules of grammar.

Some knowledge of legal terminology, legal formats, policies, procedures and techniques as required by the position.

Ability to acquire knowledge of office policies, regulations and procedures and the principles and practices of the justice system.

Ability to understand and execute oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by the work of the position, including the ability to work effectively with individuals who act out in a socially unacceptable manner.

Ability to lift up to 30 pounds.

Ability to file and retrieve paper records in small workspaces.

Ability to file alphabetically, numerically or by other predetermined classifications.

Ability to physically perform the essential job functions.

WORK ENVIRONMENT

Rev. 2/18

Updated union status 2021

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The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. This position works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Ability to prepare documents using word processing systems. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the classification is required.

RECRUITING REQUIREMENTS

A minimum of six months of work experience in the legal field as a legal assistant, legal secretary or related legal staff support function. Related legal training by an accredited vocational school, college or university is preferred. Other education or experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

Ability to successfully complete a thorough background investigation and interview.

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