



Pierce County

Classification Description

LEGAL ASSISTANT 2 – PROSECUTING ATTORNEY

Department: Prosecuting Attorney

Job Class #: 210400

Pay Range: General 14

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 responsible and varied clerical support work in the field of legal services for the Prosecuting Attorney.

Employees in this class are responsible for performing moderately complex clerical or technical work in support of legal office functions that require independent judgment within policy guidelines and considerable knowledge of legal terminology, processes and procedures. This class is distinguished from the Legal Assistant 1 level by the greater degree of complexity of work, variety of responsible tasks and by the more serious consequences of error. The employee must be able to perform all of the duties and essential functions of a Legal Assistant I. Work is largely procedurized, but incumbents must frequently use judgment in application or choice of procedures and sequence of activities to achieve the most effective performance of job duties.

Public contact requiring explanation of rules and the interpretation of established guidelines to persons who may have no knowledge of legal procedures is also a basic element of this class. Incumbents do not normally supervise others, however, employees with considerable experience occasionally train new employees and may be called upon to assist in resolving unusual or difficult problems. Supervision is available for guidance on new or changed procedures or requirements. Work is reviewed periodically for accuracy and adherence to established policies and procedures and quality of service provided.

This classification is used to perform the more complex legal support work at the District Court level or in support of a legal assistant 3 position handling Superior Court, Court of Appeals or Supreme Court work.

ESSENTIAL FUNCTIONS

Ability to maintain regular and predictable attendance.

Typing and/or keyboarding a variety of materials in final form from written matter utilizing typewriter, computer or word processor; ensures accuracy of information including correct

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grammar, spelling, punctuation, legal terminology and capitalization of material typed.

Creates, organizes and maintains computerized and paper files and records and retrieves information, files, documents and records. Manually files and retrieves paper records. Distributes new case files.

Delivers and retrieves documents, files, and boxes from other work locations within county government.

Composes legal forms and papers, prepares and reviews files. Checks all documents for accuracy, proper grammar, punctuation and spelling.

Performs receptionist and general office duties such as greeting visitors and directing them to proper person or section; responding to routine inquiries by telephone or person-to-person.

Provides information to the public and advises attorneys and other interested parties regarding status of cases. Required to maintain security and confidentiality. May deal with sensitive and/or potentially volatile situations.

Operates standard office equipment such as copiers, typewriters, scanners, personal computers, postage machines, fax machines, printers, calculators and recorders.

Ability to understand and apply available legal guidelines or regulations to varied operational requirements, and to follow clearly stated oral and written instructions.

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

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

Performs other related assignments as required.

SKILLS, KNOWLEDGE AND ABILITIES

Committed to a strong work ethic and the skills needed to do the job, a good colleague – treats every colleague respectfully and professionally, and good emissary – represents the office in a positive manner.

Knowledge of legal terminology, forms, policies and techniques as required by the position.

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Knowledge of general office practices and procedures.

Ability to understand and apply available legal guidelines or regulations to varied operational requirements, and to follow clearly stated oral and written instructions.

Ability to perform computer work at an acceptable level of proficiency as required by the position.

Ability to operate office equipment associated with the position.

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

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

Ability to physically perform the essential job functions.

WORK ENVIRONMENT

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 one year progressive, responsible 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.

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Ability to successfully complete a thorough background investigation and interview.