



**Pierce County**

## **Classification Description**

### **LEGAL ASSISTANT 3 – PROSECUTING ATTORNEY**

**Department:** Prosecuting Attorney

**Job Class #:** 210600

**Pay Range:** General 19

**FLSA:** Non-Exempt

**Represented:** Yes

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 difficult clerical and support work in the field of legal services for the Prosecuting Attorney. Employees in this class are responsible for performing highly complex and varied secretarial, clerical and legal technical activities requiring firm grasp of the legal terminology, processes and procedures required by the work of the position.

This class is distinguished from the Legal Assistant 2 level by greater responsibility for initiating work in relieving a professional supervisor of technical, though sub professional, aspects of legal work, greater responsibility for independently determining detailed procedures for carrying out assignments and/or by responsibility for the flow and completion of all assigned work within a section or unit. The employee must be able to perform all of the duties and essential functions of a Legal Assistant 1 and 2. Work is characterized by the variety and complexity of duties, greater involvement in the technical aspects of procedural law, department policy, court procedures and status of cases in progress; and the exercise of more independence, discretion and judgment in applying general guidelines to work situations.

An incumbent may independently accomplish all work in his/her area but might typically provide limited supervision to subordinate employees. Supervision provided this position is of a general nature, allowing considerable latitude for completing assignments. Work is occasionally reviewed by a supervisor for the timely accomplishment of office tasks and the degree to which the work meets the needs of the work unit.

This classification is used to perform the more complex legal support work associated with Superior Court, Court of Appeals and Supreme Court caseloads.

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

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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.

Provides task supervision over workers in an office section or unit. Makes work assignments, oversees performance of assigned jobs and provides assistance as needed. Also provides supervision over part time workers.

Coordinates or participates in the collection and preparation of complex reports requiring technical expertise or thorough knowledge of departmental operations, procedures and regulations.

Operates standard office equipment such as telephones, copiers, computers, printers, fax machine, typewriter and others.

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.

Maintains supplies on hand for division within offices and ensures proper levels for normal operation.

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

Performs other related assignments as required.

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**SKILLS, KNOWLEDGE AND ABILITIES**

Committed to the trifecta of being a good worker with 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.

Proactive in cultivating the trifecta and holding each team member, and each other, accountable to our expectations. Caseloads or workloads effectively managed. Prevents harmful gossip and destructive conduct. Focuses team members on doing their job for the public.

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

Knowledge of general office practices and procedures.

Ability to understand and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.

Ability to properly compose a variety of memoranda or letters with only general instructions.

Ability to keep or supervise the keeping of complex records and to prepare periodic reports from such records.

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

Ability to plan, assign and coordinate the activities of clerical co-workers or subordinates.

Ability to perform document production via a word processor at an acceptable level of proficiency as required by 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

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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**

Two or more years of 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.

Ability to successfully complete a thorough background investigation and interview.