



LEGAL ASSISTANT JOB DESCRIPTION

Job Title: Legal Assistant

Job Code: LS125

Pay Grade: 15

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

NATURE OF WORK

Under close supervision, performs a variety of legal administrative functions on behalf of the Lewis County Juvenile Court; provides legal support to probation officers and administrative staff; prepares and files legal documents; creates and maintains case files; responds to inquiries and provides assistance to the general public; and performs other specialized duties relative to area of assignment.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers incoming calls and provides assistance to the public in person and over the telephone.
- Responds to inquiries and provides information to respondents, law enforcement personnel, and the general public regarding court and/or case related matters.
- Creates, updates, maintains, and retrieves case files for area of assignment; tracks case progress.
- Drafts, prepares, files, and distributes various types of legal documents including notice and summons, petitions, motions, orders, warrants, contempt, notices of legal publication, and probation violations.
- Copies and mails final court orders to responding parties in all assigned cases; prepares files for closure.
- Prepares new referrals for review by probation officers; enters referrals from school districts, parents, and DSHS into the Judicial Information System (JIS), JCS, and/or other designated databases.
- Researches, inputs, and updates information in departmental and/or statewide databases.
- Updates and maintains the Juvenile Offender and/or other assigned calendars.
- Prepares transfers of jurisdiction for juveniles.
- Conducts a variety of general clerical duties including data entry and copying, filing, faxing, and mailing correspondence and/or other types of departmental documentation.
- Performs other specialized duties relative to area of assignment.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

DISTINGUISHING CHARACTERISTICS:

This is the journey level in the Legal Assistant job series. Incumbents have acquired necessary legal clerical knowledge and are granted greater levels of independence as further experience is gained.

EMPLOYMENT STANDARDS:

Associate's Degree in Legal Assistant studies; AND two (2) year's legal clerical experience; OR a High School Diploma or GED and an equivalent combination of education, training and experience.

Must successfully complete a criminal history background investigation including a polygraph examination.

A Notary Public License and a valid Driver's License are required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Juvenile Court operations, policies, and procedures.
- Legal terminology and documentation.
- State of Washington Court Rules.
- The Judicial Information System and related databases.
- General office equipment and standard computer software applications.

Skills in:

- Performing a variety of legal administrative functions.
- Providing legal support to probation staff.
- Creating, updating, and maintaining case files.
- Preparing, filing, and distributing various types of legal documents.
- Establishing and maintaining effective working relationships with other staff, court personnel, outside agencies, and the general public.
- Communicating effectively verbally and in writing.