



# JUVENILE DIVISION LEGAL ASSISTANT JOB DESCRIPTION

Job Title: **Juvenile Division Legal Assistant**

Job Code: **LS124**

Pay Grade: **117**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **April 2017**

## NATURE OF WORK

Under close supervision, performs a variety of clerical functions in support of Lewis County Superior Court Juvenile Division; processes and files legal documents; provides customer service to the public; conducts a variety of records management functions; maintains case files; collects and receipts Court fees associated with UAs; and performs other specialized duties as assigned.

## 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.*

- Responds to inquiries, researches cases, and provides customer service to the public, law enforcement, and outside agencies regarding individual cases, court processes, and procedures; answering incoming calls and communicating face-to-face, via email or fax.
- Receives money, records and receipts payments for Court fees associated with UAs; maintains cash drawer.
- Creates, updates, maintains, and retrieves case files; updates case progress.
- Maintains ongoing awareness of applicable rules, statutes, and regulations pertaining to records of juveniles involved with criminal and/or civil court proceedings.
- Drafts, prepares, files, and distributes various types of legal documents including notice and summons, petitions, motions, orders, warrants, motions of contempt, notices of legal publication, probation violations, and appointments of counsel/Guardian ad Litem.
- Conducts research regarding cases and individuals; enters and files criminal cases and civil petitions, individual name/demographic information changes into Judicial Information System (JIS) and Juvenile Corrections System (JCS); ensures accuracy of information across multiple local and statewide information databases.
- Prepares, certifies, files, activates and deactivates warrants for criminal and civil cases in statewide databases utilized by juvenile courts.
- Prepares new referrals for review by probation officers; enters referrals from school districts, parents, and DSHS into the JIS, JCS, and/or other designated databases.
- Performs a variety of records management and clerical functions; organizes, files, completes data entry, scans, archives, copies, retrieves, and/or certifies court records and documents. Creates databases for use by local departments.
- Determines eligibility and completes the destruction of case files; seals eligible cases in JCS.
- Maintains GAL resource library to provide training materials to fulfill required continuing education of volunteers; provides support to GAL Program Coordinators in recruiting and training of volunteers.
- Researches and analyzes statistical data for court operations and completes monthly statistical report for distribution to Court Administrator and Judges.
- Performs other specific specialized duties relative to area of assignment and as a deputized Superior Court Clerk.

**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. All Legal Assistants in the position must be willing to also be deputized as Superior Court Clerks.

**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 four (4) years legal clerical experience. Transferrable skills considered in standards.

Successful candidate must successfully complete a criminal history background investigation including a psychological and polygraph examination.

A valid Driver's License is required at hiring and employee must be bondable to be a Notary Public, which is required upon hiring.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County and Juvenile Court operations, policies, and procedures.
- Legal terminology and documentation.
- State of Washington Court Rules.
- The Judicial Information System and related databases.
- Records management principles and standards.
- General office practices and equipment.
- Standard computer software applications.
- Customer service standards and protocols.

**Skills in:**

- Coordinating and performing a variety of legal administrative functions.
- Responding to inquiries and providing customer service to outside agencies and the public.
- Preparing, maintaining and distributing legal documents and case files; including documentation and statistics.
- Preparing, filing, and distributing various types of legal documents.
- Collecting and receipting payments for Court authorized UAs.
- Establishing and maintaining effective working relationships with other staff, court and law enforcement personnel, outside agencies, service providers, community organizations, juveniles, guardians and the general public.
- Communicating effectively verbally and in writing; to include deescalating hostile or emotional members of the public.