



LEGAL ASSISTANT 2 (Job #5138)
Superior Court

SALARY RANGE: \$20.40 - \$25.43 Per Hour
Full Time Position at 37.5 Hours Per Week

CLOSING DATE: Must be received by 4:30 p.m., Friday, February 14, 2014

NATURE OF WORK

This is responsible and varied legal support work for Pierce County Superior Court. Employees in this class are responsible for performing moderately complex technical work in support of court or legal office functions which require independent judgment within policy guidelines and considerable knowledge of legal terminology, processes, and procedures. Work is largely procedural, 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.

ESSENTIAL FUNCTIONS

Performs counter and/or phone work providing information to the public; advising attorneys and other interested parties regarding status of cases and legal procedures while maintaining security and confidentiality. May serve as clerk in Court proceedings. May also have to address large groups of people. May deal with sensitive and/or potentially volatile situations. Maintains legal files and case controls; extracts information from files; prepares legal forms and papers; prepares and reviews files. Encodes or enters into database for court dates and/or attorney of record; maintains statistical records; and processes and distributes court case files. Performs word processing with responsibility for accuracy, proper grammar, punctuation, spelling, and legal terminology. Collects, records and tabulates statistics, and may implement special statistical studies required by local, state, or federal government, or for department purposes. Trains support staff in new departmental procedures or operation and maintenance of office machines and equipment. Compiles and maintains records of amount, kind, and value of materials or stock on hand in department. Maintains inventory at proper levels for departments' normal operations.

RECRUITING REQUIREMENTS

A minimum of one year progressive, responsible experience as a legal assistant, legal secretary or related legal staff support function. Must be able to utilize word processor or personal computer at an acceptable level of proficiency as required for positions requiring those skills. Training by an accredited vocational school, college or university in the field of legal support work or related area 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.

SUPPLEMENTAL QUESTIONNAIRE

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Instructions: This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper or separate document, describe in detail your past work experience and education in the following areas. List your employer and dates of employment separately for each question.

1. Describe a work experience that caused you to feel a lot of stress. Were you able to resolve the situation, and how did you do so?
2. Please list your experience/knowledge with software programs such as Word and Excel, LINX and JIS. Please specify the length of time you have used such software and for what purposes. Please include any experience with court related programs.
3. Describe your familiarity working as part of a team include any positive or negative experiences and the number of people on your team(s).
4. Please provide a detailed example of a recent project you were given to organize. What steps did you take to accomplish this task?
5. Explain the types of people you find most difficult to get along with in the workplace and explain the types of people you get along best with in the workplace.

APPLICATION AND SELECTION PROCESS

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form and a written response to the supplemental questions listed above by the closing date to Pierce County Human Resources Department, 615 South 9th Street, Suite 200, Tacoma WA 98405-4670. Incomplete applications will not be considered. A separate application must be submitted for each job number for which you are applying. Photocopies with original signatures are acceptable. A resume in lieu of the application form and supplemental questionnaire is not acceptable. Notify Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Pierce County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Human Resources at (253) 798-7480 of the accommodation needed, preferably at the time of the application, but at least two days prior to the date needed.

Human Resources Department: (253) 798-7480 Job Information Line: (253) 798-7466 TDD: (253) 798-3965
Email: pchumanresources@co.pierce.wa.us Internet: <http://www.piercecounty.wa.org/jobs>

Applicants are encouraged to use the NEW online application option.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles (approximately six months). Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy twelve paid holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Choice of dental programs which include orthodontic coverage for the employee and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in one of the Washington State Department of Retirement Systems plans. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program which includes legal service access, Deferred Compensation, a Wellness Program, access to a credit union, commute assistance including transit subsidies, a variety of on-going training programs, direct payroll deposit, access to long term disability insurance, and flexible spending accounts.

PART-TIME EMPLOYEES receive pro-rated benefits.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.



EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION.
AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

GENERAL INFORMATION

POSITION FOR WHICH APPLYING: _____ JOB #: _____

Last Name _____ First Name _____ Middle Initial _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone () - _____ Work Phone () - _____ Cell Phone () - _____ Email Address _____

Are you now or have you ever been employed by Pierce County Government? Yes No If yes, complete the following:
Job Title _____ Department _____ Dates Employed _____

Do you have any relatives working for Pierce County Government? Yes No If yes, complete the following:
Name(s) _____ Relationship(s) _____ Department(s) _____

Washington State labor laws restrict some employment from persons under 18 years of age. Are you at least 18 years old? Yes No
If no what is your birth date? _____ / _____ / _____

Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions)
Yes No

VETERANS' PREFERENCE/SCORING CRITERIA

Pierce County complies with applicable laws regarding veterans' preference and/or scoring criteria for veterans honorably discharged from active military service. Proof of veteran status will be required to award veterans' preference/scoring criteria.

Are you a veteran with an honorable discharge? Yes No
Do you claim veterans' scoring criteria? Yes No If yes, complete the following items:
Have you ever obtained employment through the use of veterans' scoring criteria? Yes No
If yes, where _____
Are you retired from military service and receiving veterans' retirement payments? Yes No
All dates of active duty: From _____ / _____ / _____ To _____ / _____ / _____ From _____ / _____ / _____ To _____ / _____ / _____

EDUCATION

Did you graduate from high school or receive a GED certificate? Yes No

Name of college, university, vocational school	Major	Full Years Completed	Title of Degree	Degree Received Yes/No	Credit Hours Earned

Professional Licenses & Certification	Type of License	Issued Yes/No	Issuing State	Number	Expiration Date
					/ /
					/ /
					/ /

EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT AND ANY RELATED EXPERIENCE BEYOND 10 YEARS. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

MOST RECENT EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary
Total years/months	From	/	/	To	/ /
Supervisor	No. of employees you supervised				
Supervisor	Phone ()				
Specific duties					
Reason for leaving or considering change					

OTHER EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary
Total years/months	From	/	/	To	/ /
Supervisor	No. of employees you supervised				
Supervisor	Phone ()				
Specific duties					
Reason for leaving or considering change					

OTHER EXPERIENCE

Employer _____

Address _____

Position	Hours worked each week			Starting salary	Last salary
Total years/months	From	/	/	To	/ /
Supervisor	No. of employees you supervised				
Supervisor	Phone ()				
Specific duties					
Reason for leaving or considering change					

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation or omission and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation, omission, or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release and hold harmless any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination, including controlled substance testing, if required.

I understand that as a condition of employment I must provide documentation to demonstrate authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

Signature of Applicant

Date

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

REFERRAL SOURCE

Check all that apply:

- Newspaper: Name _____
- Pierce County Job Information Line
- Internet – Pierce County Website
- Internet – Other: Identify _____
- Job Fair: Name _____ Location _____
- Word-of-Mouth
- Announcement in Pierce County Human Resources Office
- Public Access Television
- County Employee
- Other: Identify _____