



**PIERCE COUNTY**  
invites applications for the position of:

## **Legal Processing Assistant 3**

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**SALARY:** \$23.31 - \$31.20 Hourly

**OPENING DATE:** 01/07/15

**CLOSING DATE:** 01/21/15 11:59 PM

### **DESCRIPTION:**

The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties. Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$75,000
- Small claim matters for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

### **POSITION SUMMARY:**

Work involves responsibility for a wide variety of operations. Incumbents are knowledgeable of all clerical and administrative activities associated with case processing. Responsible for coordinating security and administrative issues to facilitate the best use of all court time and personnel. Prepares written record of all court proceedings.

- Attends court and makes accurate minutes of court proceedings, processes orders of the court, oversees exhibits, administers oaths.
- Implements and performs appropriate courtroom security measures.
- Maintains order, decorum and appropriate behavior in the courtroom. Effectively handles hostile or volatile individuals or crisis situations. Implements emergency safety and first aid procedures.
- Sets schedules for trial and other court dates.
- Provides judicial assistance for any District Court Judge or pro tem as needed.
- Performs counter/live chat and/or phone work providing information to the public; advising attorneys and other interested parties regarding status of cases.
- Work with the public in resolving difficult or unusual problems.
- Provides input to supervisor for employee performance evaluations.
- Assists in resolving minor work and personnel issues.
- Assists in on-the-job training of newly assigned employees and advises employees in area of specialization.
- Participates in department objectives setting and makes recommendations as to new operational policies and procedures.

- Responsible for performing complex office support work of a high nature.
- Compiles and completes statistical reports requiring specialized knowledge.
- Performs counterwork, receiving and processing routine to highly complex forms and applications.
- Performs word processing with responsibility for accuracy, proper grammar, punctuation, spelling and legal terminology.

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS:**

- Four years of clerical experience
- Graduation from high school or equivalent
- Additional education or related experience may substitute for the recruiting requirements

### **PREFERRED QUALIFICATIONS:**

- Two or more years of experience in legal staff support work
- Prior experience working in a legal support capacity in a Municipal or District Court

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Union membership is required within 30 days for represented positions. A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.

This announcement is not intended to reflect all duties to be performed by our next team member, but shall present a descriptive list of the range of duties that may be performed. To view the complete classification, click [here](#).

### **SUPPLEMENTAL INFORMATION:**

#### **To be considered for this opportunity please:**

- **Submit a Cover Letter, Resume, and Professional References and**
- **Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: [www.piercecountywa.org/jobs](http://www.piercecountywa.org/jobs).**
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form 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.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on 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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.piercecountywa.org/jobs>

Position #15-00010  
LEGAL PROCESSING ASSISTANT 3  
MM

615 S 9th Street  
Tacoma, WA 98402  
(253) 798-7480  
(253) 798-7480

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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### Legal Processing Assistant 3 Supplemental Questionnaire

- \* 1. Please describe your level of education.
  - Less than High School or GED.
  - High School or GED.
  - AA Degree
  - BA Degree
  - Masters Degree
- \* 2. Do you have 4 or more years of clerical experience?
  - Yes
  - No
- \* 3. How many years of experience do you have working in a legal environment (for example; law firm, legal department, courtroom, judicial or court system, etc)?
  - Less than 2 years
  - 2 years to less than 5 years
  - 5 years to less than 10 years
  - More than 10 years
- \* 4. How many years of experience do you have working in a legal support capacity with a Municipal or District Court?
  - None
  - Less than 2 years
  - 2 years to less than 5 years
  - 5 years to less than 10 years
  - More than 10 years
- \* 5. Please submit a resume, three references and a cover letter indicating your interest in this opportunity and how the experience and skills that you possess qualify you for this position. Did you include your resume, references and cover letter with your application?
  - Yes
  - No
- \* Required Question