



PIERCE COUNTY
invites applications for the position of:

Legal Assistant 2 - Superior Court

SALARY: \$21.28 - \$26.53 Hourly

OPENING DATE: 09/10/15

CLOSING DATE: 09/27/15 11:59 PM

DESCRIPTION:

****This recruitment may be used to fill other Legal Assistant 2 vacancies in the future.****

Pierce County Superior Court consists of 22 elected Judges, 8 appointed Commissioners, 44 Judicial Department Staff Members and a Court Administrator, Deputy Court Administrator and 24 administrative staff members.

POSITION SUMMARY:

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

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 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.
- Organizes case files in preparation for court trial; prepares new case activity files; encodes or enters into database for court dates and/or attorney of record; maintains statistical records; 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 departmental 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 a department. Maintains inventory at proper levels for departments' normal operations.

Other Job Functions:

- May prepare, issue, and send out warrants, certificates, summonses, and other standard legal documents.
- Composes, types, and posts routine correspondence.
- May rotate and cross-train with other Legal Assistant 2 positions to provide back up coverage in multiple Superior Court units and courtrooms (may work for a variety of judicial officers as an official court clerk).
- May clerk in court sessions, i.e. hand paperwork between court and judge; maintain order and decorum in the courtroom and prepare minutes and other court documents which constitute the statutorily required permanent record of all court proceedings.
- Monitors and implements courtroom security. Exercises discretion regarding the need for extra security and making arrangements therefore.

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](#).

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

A minimum of one year progressive, responsible experience as a legal assistant, legal secretary or related legal staff support function is required. Must be able to utilize a personal computer at an acceptable level of proficiency. Other education or experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

Paralegal Certification or training by an accredited vocational school, college or university in the field of legal support work or related area is preferred.

ADDITIONAL QUALIFICATIONS:

- A criminal background check through law enforcement agencies will be conducted prior to their being appointed to this position.
- A valid Washington State driver's license may be required when travel is required of the position.

SUPPLEMENTAL INFORMATION:

To be considered for this opportunity please:

- **Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.**
- **Submit a Cover Letter and Resume as an attachment with your online application.**
- 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 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.

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

Pierce County Human Resources
615 S 9th Street
Tacoma, WA 98402
(253) 798-7480

Position #15-00218
LEGAL ASSISTANT 2 - SUPERIOR COURT
MM

Legal Assistant 2 - Superior Court Supplemental Questionnaire

- * 1. How many years of experience do you have as a legal assistant, legal secretary or in a related legal staff support role?
- None
 - Less than 1 year
 - 1 year to less than 3 years
 - 3 years to less than 6 years
 - 6 years to less than less than 10 years
 - More than 10 years
- * 2. Select your highest level of education.
- Less than High School Diploma or GED
 - High School Diploma or GED
 - HS Diploma/GED + Some college or vocational school
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
- * 3. Do you have a Paralegal Degree, Certification or training by an accredited school, college or university in the field of legal support work or related area?
- No
 - Yes, a Paralegal Certificate
 - Yes, a Paralegal Degree
 - Yes, training by an accredited school, college or university in the field of legal support work or related area
- * 4. What types of software and/or systems do you have experience using on a regular basis? (Select all that apply.)
- Outlook
 - Word
 - Excel
 - LINX (Legal Information Network Exchange)
 - JIS (Judicial Information System)
 - JABS (Judicial Access Browser)
 - SCOMIS (Superior Court Information System)
 - Other Court Databases
 - None of those listed
- * 5. Please rate your proficiency level with Microsoft Office by checking the appropriate boxes.
- Advanced Outlook Skills
 - Advanced Word Skills
 - Advanced Excel Skills
 - Advanced PowerPoint Skills
 - Intermediate Outlook Skills
 - Intermediate Word Skills
 - Intermediate Excel Skills
 - Intermediate PowerPoint Skills
 - Basic Outlook Skills
 - Basic Word Skills
 - Basic Excel Skills
 - Basic PowerPoint Skills

- No proficiency with Outlook
- No proficiency with Word
- No proficiency with Excel
- No proficiency with PowerPoint

- * 6. Please describe your experience in the operation of and/or data entry into court systems such as LINX, JIS, SCOMIS, JABS or any other state court system databases. Please specify the length of time you have used these systems and for what purpose. If you have not used these systems, type "N/A".

- * 7. Please describe your experience, education or legal training in the justice/legal system. Be sure to include information that supports your knowledge of legal terminology. If none, type "N/A".

- * 8. Please describe your experience working as a member of a team in a busy atmosphere. If none, type "N/A".

- * 9. Organization and planning is often a challenge when working in the busy court environment. How will you achieve the goals of this position while juggling multiple tasks?

- * 10. Reliability and dependability are very important with this position. Please describe to us your reliability and dependability and tell us what your current/past employer would say in response to such a question.

- * 11. Based on the position description, why do you feel you are the perfect candidate for this position? Where do you see yourself in 5 years?

* Required Question