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OKANOGAN COUNTY HUMAN RESOURCES

Okanogan County Grainger Administration Building

123 Fifth Avenue North #150, Okanogan, WA 98840

(509) 422-7169 - FAX (509) 422-7106

Okanogan County is an Equal Opportunity Employer

Legal Process Assistant III

Okanogan County District Court

The office of the **Okanogan County District Court** is accepting applications for the full-time position of **Legal Process Assistant III**. Beginning salary is \$2846 per month. This is a union position with excellent benefits, which include vacation and sick leave, medical and dental insurance, retirement, life insurance and paid holidays.

Scope of Responsibility: Under the general supervision of the Court Administrator and District Court Judges; this position performs tasks in cases involving the safety and freedom of case participants in support of the Court. Individuals assigned to this classification are advanced journey level in the Legal Process Assistant series. This class may be distinguished from the II level by the range, difficulty and demanding nature of the work performed and the exercise of a significant degree of independent judgment and responsibility. Individuals are expected to perform assigned duties with only general supervision being provided by management personnel. They possess knowledge of the work, performed by the Legal Process Assistant I and II positions.

The margin for error is minimal. Substantial liability exposure exists for the County in the course of employee's decisions and action on the cases managed.

Independent discretion is given to employees within office policy parameters when conducting case analysis. Employees routinely interview defendants over the telephone or in person to obtain needed information about their case. They evaluate the status of a case and determine the next appropriate action.

Minimum Qualifications:

- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples in the above description of duties.
- High School diploma or the equivalent.
- Keyboarding efficiently at 45 wpm.
- Ability to learn proprietary software.

Preferred Qualifications:

- Knowledge of courts and justice system including legal terminology and documents.

To Apply:

Please submit a letter of interest, resume and completed Okanogan County Application for Employment with supplement to:

District Court

PO Box 980

Okanogan, WA 98840

Applications must be received by 5:00 pm on August 14, 2020. Please contact Human Resources at (509) 422-7169 should you have any questions.

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