



PIERCE COUNTY
invites applications for the position of:

Legal Processing Assistant 3 - District Court

SALARY: \$26.77 - \$35.84 Hourly

OPENING DATE: 02/05/21

CLOSING DATE: 02/16/21 11:59 PM

DESCRIPTION:



POSITION SUMMARY:

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 \$100,000
- Small claims for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

Why It's a Great Opportunity: This position is responsible for a wide variety of operations throughout District Court. Incumbents are knowledgeable of all clerical functions of case processing and some administrative activities associated with court operations. Pierce County's District Court will be a pilot court for the statewide Courts of Limited Jurisdiction case management system. This will provide you a unique opportunity to make a direct impact in District Court, as there will be a lot of procedural changes. You will work closely under the mentorship of the Lead Legal Processing Assistant 3 to implement these changes.

On a routine basis you will attend court hearings in the courtroom and jail, make accurate docket entries of court proceedings, and record case related data in various 3rd party databases. Additionally, you will complete follow-up tasks after hearings have concluded and schedule future

court hearings. This fast-paced environment ensures that no day is the same!

How to be Successful in the Role: This detail- oriented position requires a familiarity with legal terminology, the ability to listen and to know when to ask questions, and skill in preparing professional quality work products. Having a general understanding of Case Management Systems and Limited Jurisdiction Courts will help you succeed in this role.

Throughout the training process you will meet with your supervisor regularly to set expectations and goals for yourself, introduce you to the specific Court unit training plan you will follow, and familiarize you with the current District Court policies, procedures, and technology.

Your Future in this Role: District Court has a comprehensive on-boarding process that exposes you to all court functions and processes and involves real time training opportunities alongside more experienced teammates. Your work will directly impact your community and it offers a great foundation for future positions within District Court and Pierce County.

Core Daily Responsibilities:
Courtroom Services Unit-

- Serve as back-up to Judicial Assistant by routinely attending court and making accurate minutes of court proceedings
- Process orders of the Court
- Oversee exhibits
- Record case related data in various databases

All Units-

- Serve as Lead by assigning work to a specific work unit and ensuring tasks are completed correctly and timely; may approve leave requests and work schedules and provide input on performance evaluations.
- Assist in on-the-job training of newly hired or assigned employees.
- Assist and advise other employees in an area of specialization.
- Perform complex work in assigned unit.
- Attend supervision level meetings on behalf of LPA4 when requested.
- Perform work providing information to the public, attorneys and other interested parties regarding the status of cases and legal procedures while maintaining security and confidentiality.
- Maintain regular and predictable attendance during regularly scheduled work hours.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Perform the physical requirements of the position; work within the established working conditions of the position.

A classification description with a more detailed list of essential function can be found [here](#). This recruitment may be used to fill future Legal Processing Assistant 3 vacancies.

QUALIFICATIONS:

Recruiting Requirements:

- Four or more years of progressive, responsible experience as a legal processing assistant, legal secretary, or related legal staff support function.
- Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute for recruiting requirements on a year for year basis.

Special Requirements/Qualifications:

- As a condition of employment, the applicant will need to authorize and complete a background check. Information received from the background check is reviewed case-by-case and will not necessarily remove an applicant from consideration.

SUPPLEMENTAL INFORMATION:**To be considered for this opportunity please:**

- Complete and submit an online Pierce County Employment Application, 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 by selecting "APPLY" above or go to: 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 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.

At Pierce County, diversity, equity, and inclusion means commitment, not a single step. We strive to foster an inclusive environment that supports equitable access to opportunities throughout your career. We want to recruit, develop, and maintain a talented workforce from various backgrounds, cultures, lifestyles, and perspectives, committed to our vision. Employees of the County have local, direct, and visible impact in our diverse community. Will you join us in keeping Pierce County a great place to live, work, and raise a family?

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|---|------------|------------|--------------|--------|----------|---|
| APPLICATIONS | MAY | BE | FILED | ONLINE | AT: | Position #21-00069 |
| http://www.piercecountywa.org/jobs | | | | | | LEGAL PROCESSING ASSISTANT 3 - DISTRICT COURT |
| | | | | | | LD |
| Pierce | County | Human | Resources | | | |
| 4301 | S | Pine | St, | Suite | 200 | |
| Tacoma, | | WA | | | 98409 | |
| (253) | | | | | 798-7480 | |
| For Sheriff's | Department | positions: | 253-798-6250 | | | |

pchumanresources@co.pierce.wa.us

Legal Processing Assistant 3 - District Court Supplemental Questionnaire

- * 1. Do you have four or more years of progressive, responsible experience as a legal processing assistant, legal secretary, or related legal staff support function?
☐ Yes
☐ No
- * 2. Please select your highest level of completed education.

- ☐ High School Diploma/GED
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
- * 3. Do you have a Paralegal Degree or Certification?
- ☐ Yes, a Paralegal Certificate
 - ☐ Yes, a Paralegal Degree
 - ☐ No
- * 4. Please summarize your experience using the Essential Functions listed in the job announcement.
- * 5. Please describe what case processing and case management mean in a limited jurisdiction court setting.
- * 6. Please describe your experience using court related software such as JIS, LINX, Word, Excel, and Outlook. What is your level of expertise with each application?
- * 7. Please describe a time when you used independent judgment to solve a problem. What was the problem, what did you decide, and what was the outcome?
- * 8. Why do you want to be a Legal Processing Assistant 3 with Pierce County District Court?
- * 9. This position requires you to work in a jail setting as well as provide regular courtroom back-up support. Are you willing and able to perform this work?
- ☐ Yes
 - ☐ No
- * 10. This recruitment requires you to submit a resume, three references, and a cover letter indicating your interest in this opportunity and how your knowledge, skills, and abilities qualify you for this position. Did you include your resume, references, and cover letter with your application?