



SNOHOMISH COUNTY
invites applications for the position of:

Legal Process Assistant II

SALARY: \$22.25 - \$27.04 Hourly
\$3,856.96 - \$4,687.30 Monthly
\$46,283.52 - \$56,247.60 Annually

OPENING DATE: 03/26/21

CLOSING DATE: 04/11/21 11:59 PM

DESCRIPTION:

Snohomish County District Court is seeking to fill **Legal Process Assistant II positions** within our four locations; Cascade Division, Evergreen Division, Everett Division and South Division.

The Legal Process Assistant II provides outstanding customer service while performing essential tasks in a court setting, is skilled in attention to detail in all assigned duties and thrives in a fast paced environment. Successful Candidates will have:

- A commitment to equity and inclusion and ability to work with tact and diplomacy within a multicultural community and workforce;
- The ability to work independently at a high-performance rate while being flexible and dedicated to the team;
- Excellent customer service skills and a passion for public service.

Snohomish County also offers a comprehensive benefits package to employees that receive a regular appointment. Visit our [New Employee Benefits Summary](#) for more information about employee benefits.

BASIC FUNCTION

To perform a variety of complex duties in a district court or juvenile court.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the general public, defendants, attorneys and law enforcement representatives in person or on the phone by answering questions and explaining court procedures; schedules trial and hearing dates; locates information from court records and provides it to the public as appropriate.
2. Receives, records and processes payment of court fines, bail, penalty assessments and fees; enters payments on a computer terminal and issues receipts; prepares time payment agreements; monitors payments and takes appropriate action on past due accounts.

3. Receives, processes and issues legal documents such as subpoenas, warrants, summons, judgments and dispositions; reviews items for such things as accuracy, completeness and signatures; forwards documents to other agencies as necessary.
4. Enters information on correct records on a computer terminal; makes docket entries involving such things as pleas, dispositions, sentences, motions and notices; updates, retrieves and processes computer data.
5. Reviews and prepares case files for court sessions; pulls all related files; prepares and types documents as necessary.
6. Schedules, court hearings; prepares notices for litigants; prepares court calendars; records courtroom proceedings; maintains recording logs, marks exhibits and processes orders of the court; records documents filed in open court; provides required forms to defendants and other parties and secures necessary signatures.
7. Processes commitments, releases and referrals; monitors cases for compliance with court orders; prepares files and refers defendants to agencies as directed by judge; enters compliance reports and other documents into files and records; contacts other agencies as required; refers cases of non compliance to judge and prepares summons and warrants as required; verifies completion of judge's orders and closes files.
8. Assists in the scheduling and coordination of jury trials; prepares and/or mails out juror information, cost bills, sign in sheets, information sheets and selection cards; signs in jurors; contacts jurors who do not respond; prepares jury related statistics.

STATEMENT OF OTHER JOB DUTIES

1. May perform all the duties of subordinate level employees.
2. Relieves in all areas of the district court/juvenile court as assigned.

MINIMUM QUALIFICATIONS:

One (1) year court legal processing experience in a District Court, Juvenile Court or Superior court; OR, any equivalent combination of training and/or experience that provides the required knowledge or abilities; OR successful completion of the training period for the Legal Process Assistant I. Ability to type 35 words per minute. Must pass job related tests.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices, procedures and machines
- basic arithmetic

Ability to:

- enter information into a computer system
- assist the public in determining what their needs are
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- obtain information from defendants in the face of hostility and dispute
- maintain records and prepare related forms, documents, statements and reports

- work with minimum supervision
- follow oral and written instructions
- operate standard office equipment
- operate standard office software packages (word processing, spreadsheet, database, email, and calendaring)
- meet deadlines and cope with interruptions
- make arithmetic calculations
- learn and be able to clearly explain applicable laws and ordinances, procedures and practices
- exercise good judgment under stressful circumstances

SUPERVISION

Employees receive general supervision from a supervisor or an administrative superior as assigned. Assignments are made including generally, what is to be done the quantity of work expected and any deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work may be spot checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment and/or a courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2021-00133
LEGAL PROCESS ASSISTANT II
MB

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Legal Process Assistant II Supplemental Questionnaire

- * 1. Applicants for this position are required to attach a cover letter, resume and typing certification that demonstrates they meet the minimum typing requirements (35 net wpm).

Certifications may be obtained from a business or public school/college; job training center; employment agency or other related agency.

Certifications may be in the form of a certificate, letter, or other test result verification and must clearly state the following:

- Your name.
- Name of the issuing agency, agency's official emblem, address and telephone number.

- The date of your test. **THE TEST MUST BE DATED WITHIN THE PREVIOUS 6 MONTHS.**
- Net typing speed of the test. The minimum net typing requirements for this position are stated on the job announcement (35 net WPM).
- Signature of person verifying the certificate.

For your convenience, listed below are examples of local agencies that provide typing certifications:

- WorkSource Everett, Everett Station, 3201 Smith Avenue, Room 330, Everett, WA 98201, 425-258-6300
- Edmonds Community College, 20000 68th Avenue W. Lynnwood, WA 98036, 425-640-1792.

Candidates who fail to attach the required documents may be disqualified from the hiring process.

Did you attach a cover letter, resume and typing test certification that meets these requirements?

- ☐ Yes
☐ No

- * 2. Clerk - Do you have at least one (1) year experience in a legal field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities?
☐ Yes ☐ No
- * 3. This position requires a high rate of attention to detail and accuracy as well as efficiency and the ability to multi task. Please describe your experience working in a position that required you to work quickly at the same time you had to be accurate. What systems/processes do you use to maintain accuracy and efficiency at the same time? Please include employer, length of employment and scope of duties.
- * 4. Describe your experience providing direct customer service in the public or private sector. Please provide details of the services you provided, including your length of experience, where you obtained the experience and the type of environment in which you worked.

* Required Question