



Snohomish County Legal Process Assistant II

SALARY	\$25.00 - \$30.38 Hourly \$4,333.39 - \$5,266.30 Monthly \$52,000.68 - \$63,195.60 Annually	LOCATION	Everett, WA
JOB TYPE	Full-Time	JOB NUMBER	2024-SSC-6116
DEPARTMENT	Superior Court	DIVISION	Superior Court Juvenile Probation
OPENING DATE	10/22/2024	CLOSING DATE	11/3/2024 11:59 PM Pacific

Description

Do you have excellent attention to detail and organizational skills? Do you have experience in a law office or court? You may be our new LPA II!

As a Legal Process Assistant II, you will process legal petitions, subpoenas, warrants, summons, judgments and dispositions, review documents for accuracy, completeness, and signatures; and distribute documents to legal professionals. You will create and maintain records, and update court databases with pleas, dispositions, sentences, motions, and notices.

To thrive in this role, you must have excellent attention to detail and exemplary customer service skills.

Having experience with court legal processing in a District Court, Juvenile Court or Superior Court is helpful. Experiences in managing legal processes and other complicated, rules-based work will support your success in this position.

We are proud to offer an outstanding [benefit](#) package to employees and their dependents.

You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40-hour work week
- 11 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays

Selection process:

Applicants must electronically submit an application through Snohomish County's [NEOGOV](#) site. A resume and cover letter are not required.

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS.

If you have problems with your **application**, please contact **NEOGOV Applicant Support at 855-524-5627**.

BASIC FUNCTION

To perform a variety of complex duties in juvenile court.

Job Duties

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the general public, respondents, attorneys, law enforcement representatives and other agencies in person or on the phone by answering questions and explaining court procedures; locates information from court records and provides it to the public as appropriate.
2. Schedules court hearings within mandated legal timeframes; prepares correspondence and notices. Schedules youth, families and volunteers for training, programs, and appointments.
3. Receives, processes and issues legal documents such as petitions, subpoenas, warrants, summons, judgments and dispositions; reviews documents for accuracy, completeness and signatures; and distributes documents to legal professionals.
4. Creates and maintains records; updates court databases with pleas, dispositions, sentences, motions and notices; receives, records and processes payment of legal financial obligations; retrieves and processes data; takes minutes at meetings.
5. Reviews and prepares social and/or volunteer files; pulls all related files; prepares documents as necessary.
6. Processes law enforcement referrals; contacts other agencies; prepares summons and warrants; reviews and verifies completion of orders, checks files and reports for accuracy and completeness.

STATEMENT OF OTHER JOB DUTIES

1. May perform all the duties of employees in the same and lower related classifications.
2. May maintain employee payroll records for such categories as sick leave, vacation, overtime and hours worked.

Minimum Qualifications

MINIMUM QUALIFICATIONS

High School Diploma or GED required. 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. Must pass job-related tests.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- record keeping procedures

Ability to:

- establish and maintain effective work relationships with co-workers, superiors and community partners
- use computer program applications including word processing, databases, and spreadsheets
- stay up-to-date with computer software updates and learn new programs
- assesses the situation from the customer's point of view; emphasize a team approach to providing great customer service; and recognize adverse customer reactions and develops better alternatives
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with emotional and/or behavioral disabilities

- maintain records and prepare related forms, documents, statements and reports
- work with minimum supervision
- follow oral and written instructions
- operate standard office equipment
- meet deadlines and cope with interruptions
- 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.

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](#)

Agency

Snohomish County

Address

3000 Rockefeller Ave M/S 503

Everett, Washington, 98201

Phone

(425) 388-3411

Website

<http://www.snohomishcountywa.gov/2553>

Legal Process Assistant II Supplemental Questionnaire

***QUESTION 1**

Please describe your experience with court legal process in a District, Juvenile, or Superior Court.

- ☐ One to two years' experience.
- ☐ Two to three years' experience.
- ☐ Three or more years experience.

* Required Question