

Pierce County
Legal Processing Assistant 2 - District Court

SALARY	\$28.11 - \$37.65 Hourly	LOCATION	Tacoma, WA
JOB TYPE	Regular - Other	JOB NUMBER	25-LPA2
DEPARTMENT	District Court	DIVISION	District Court
OPENING DATE	03/28/2025	CLOSING DATE	4/14/2025 11:59 PM Pacific

Description



Position Summary

This recruitment may be used to fill future Legal Processing Assistant 2 vacancies.

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 \$10,000.
- Name changes.
- Anti-harassment protection orders.
- Stalking protection orders.

General Function:

This work involves responsibility for performing a wide variety of operations requiring specialized clerical knowledge. The duties require managing multiple priorities while working on several tasks at once. Strong organization and attention to detail are required to manage varied workloads.

Essential Functions:

- Create and maintain electronic court records and information. Record person and case information into the Judicial Information System (JIS) and other computer programs.
- Process and/or prepare warrants, citations, subpoenas, summonses, motions, notices, and other legal documents.
- Construct and maintain electronic case files and court records on which subsequent actions must be taken.
- Docket and file pleadings, correspondence, forms, receipts, and legal documents, and retrieve the same.
- Assist the public at the counter, on Live Chat, and on the phone involving application of the tasks in the assigned unit.
- Receipt payments for fines and costs associated with citations.
- Collect fees for court filings and issuance of processes (i.e., writs, garnishments, attachments, etc.)

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

- Graduation from high school or equivalent and at least two years clerical experience, or any combination of education and experience which provides the knowledge, skills and abilities as outlined above.
- Experience in a district or municipal court or legal office and JIS computer experience preferred.
- **To be considered you must attach a letter of interest, resume, and list of professional references to your employment application.**

Special Requirements and/or Qualifications:

- A valid Washington State driver's license may be required when travel is required of the position.
- 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 a detailed online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.
- If you have a question about this opportunity, please email the Recruitment Team at PCHRRRecruit@piercecountywa.gov and specify the Job Number and Title.
- 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, and 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 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 2 to 3 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include assessments, phone screening, and 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 a local, direct, and visible impact on our diverse community. Will you join us in keeping Pierce County a place people are proud to call home?

We are unable to sponsor or take over sponsorship of an employment visa at this time.

Employer

Pierce County

Address

Pierce County Human Resources
2401 S 35th St, Rm 121
Tacoma, Washington, 98409

Phone

(253) 798-7480
For Sheriff's Department positions: 253-798-6250

Website

<http://www.piercecountywa.gov/jobs>

Legal Processing Assistant 2 - District Court Supplemental Questionnaire

QUESTION 1

In order to be considered you must attach a letter of interest, resume, and list of 3 professional references to your employment application. Did you attach these documents?

- ☐ Yes
☐ No

QUESTION 2

How many years of clerical/office experience do you have?

- ☐ 0 to less than 2 years
☐ 2 years to 5 years
☐ More than 5 years

*QUESTION 3

Please describe why you are interested in this position.

* Required Question