



LEGAL PROCESS ASSISTANT 2 (JOB # 5018)

DISTRICT COURT

SALARY RANGE: \$20.23 to \$27.09 Per Hour

**CLOSING DATE: Application materials must be received in District Court
by 4:30 p.m., Friday, August 16, 2013**

SPECIAL NOTE: This recruitment is to fill a full time position (40 hours per week). Salary will be based on qualifications and experience.

To be considered for this position, applicants must complete and submit a signed Pierce County employment application form (available at www.piercecountywa.org/jobs) and a current resume. Completed application materials are to be submitted directly to District Court at:

**Pierce County District Court
930 Tacoma Avenue South, Room 239
Tacoma WA 98402
(253) 798-7788**

Resumes without a completed application will not be considered. Faxed applications will not be accepted.

NATURE OF WORK

LPA 2 work involves responsibility for performing a wide variety of operations requiring specialized clerical knowledge. Duties differ from the Legal Process Assistant 1 level in that incumbents are able to perform a wide variety of clerical activities associated with case processing.

ESSENTIAL FUNCTIONS

Records person and case information into DISCIS and other computer programs. Processes and/or prepares warrants, citations, subpoenas, summonses, motions, notices, and other legal documents. Answer phones. Open, sort, and distribute mail. Constructs and maintains case files and court records on which subsequent actions must be taken. Files correspondence, forms, invoices, receipts, documents and case files in alphabetical or numerical order and retrieves documents and case files. Provides assistance to the public at the counter and on the phone involving application of the tasks in the assigned unit. Under general direction, plans own work. Within limits of established policy, devises methods and modifies procedures as necessary. Performs routine to moderately complex clerical work in support of court functions. Searches for and compiles data. Operates date-time stamps and copiers. Copies information from source materials onto records or forms. Collects fees for court filings and issuance of processes (i.e., writs, garnishments, attachments, etc.). Receives, collects, receipts, and posts payments and fees for court filings, fines and/or bail. Prepares court calendars and various court documents and orders. Schedules hearings, pre-trial conferences, trials and arraignments. May attend court and make accurate record of court proceedings, process orders, oversee exhibits and administer oaths. May review vouchers and invoices for payment. May compare charges to purchase orders and receiving

reports to verify accuracy. May participate in the preparation of fiscal reports, monthly reports and special recurring reports. May review various audit reports for compliance.

RECRUITING REQUIREMENTS

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 DISCIS computer experience preferred. Incumbents must provide service to the public in a courteous and respectful manner and the ability to maintain effective working relationships in a team environment. Union membership is required within 30 days of employment. Successful completion of a Pierce County background investigation which includes criminal history (Limited to the last 10 years) is required prior to employment. Individuals who have been convicted of crimes (which includes a deferred sentence) involving dishonesty, fraud, theft, robbery, burglary, assault, homicide, domestic violence, disorderly conduct, drugs, arson, reckless endangerment and crimes of a sexual nature, crimes involving a motor vehicle (including DUI) and crimes against vulnerable adults and/or children within the last ten years *may* not meet the recruiting requirements for this position.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles (approximately six months). Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy twelve paid holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Choice of dental programs which include orthodontic coverage for the employee and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in one of the Washington State Department of Retirement Systems plans. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program which includes legal service access, Deferred Compensation, a Wellness Program, access to a credit union, commute assistance including transit subsidies, a variety of on-going training programs, direct payroll deposit, access to long term disability insurance, and flexible spending accounts.

PART-TIME EMPLOYEES receive pro-rated benefits.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY

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Pierce County

Pierce County District Court
 930 Tacoma Ave. So., Room 239
 Tacoma, WA 98402

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION. AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

GENERAL INFORMATION

POSITION FOR WHICH APPLYING:		JOB #:	
Last Name		First Name	
		Middle Initial	
Mailing Address		City	
		State	
		Zip	
Home Phone		Work Phone	
() -		() -	
		Cell Phone	
		Email Address	
() -			
Are you now or have you ever been employed by Pierce County Government?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Job Title		If yes, complete the following:	
Department		Dates Employed	
Do you have any relatives working for Pierce County Government?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name(s)		If yes, complete the following:	
Relationship(s)		Department(s)	
Washington State labor laws restrict some employment from persons under 18 years of age. Are you at least 18 years old?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no what is your birth date? / /			
Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions)			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	

VETERANS' PREFERENCE/SCORING CRITERIA

Pierce County gives veterans' scoring criteria in accordance with State Law to veterans honorably released from active military service. Do you claim veterans' preference scoring criteria? Yes No If yes, complete the following items. (Proof of veteran status will be required to award scoring criteria.)

Are you retired from military service and receiving veterans' retirement payments? Yes No

All dates of active duty: From ___/___/___ To ___/___/___ From ___/___/___ To ___/___/___

Have you ever obtained employment through the use of veterans' preference or veterans' scoring criteria? Yes No

If yes, where _____

Have you received the Armed Forces Expeditionary Medal, the Marine Corps and Navy Medal for opposed action on foreign soil, or the Southwest Asia Service Medal? Yes No

EDUCATION

Did you graduate from high school or receive a GED certificate? Yes No

Name of college, university, vocational school	Major	Full Years Completed	Title Degrees Conferred	Credit Hours

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Professional Licenses & Certification	Type of License	Issuing State	Number	Expiration Date

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT AND ANY RELATED EXPERIENCE BEYOND 10 YEARS. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

MOST RECENT EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From		To		No. of employees you supervised			
Supervisor					Phone () -				
Specific duties									
Reason for leaving or considering change									

OTHER EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From		To		No. of employees you supervised			
Supervisor					Phone () -				
Specific duties									
Reason for leaving or considering change									

OTHER EXPERIENCE

Employer									
Address									
Position				Hours worked each week			Starting salary		Last salary
Total years/months		From		To		No. of employees you supervised			
Supervisor					Phone () -				
Specific duties									
Reason for leaving or considering change									

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination, including controlled substance testing, if required.

I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform And Control Act of 1986.

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person. We would appreciate your providing the information below. This is entirely voluntary and will be maintained **CONFIDENTIALLY** and separate from personnel files. No adverse action will result from failure to furnish requested information. The information gathered herein will not be provided to supervisors, the appointing authority, or other departmental employees. It will be used for monitoring and for Federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Pierce County in ensuring equal employment opportunities for all applicants.

NAME:

SSN:

(Disclosure of your SSN is voluntary. If you elect to provide it, we will only use it for applicant tracking.)

SEX: Male Female

AGE OVER 40: Yes No

ETHNIC GROUP: If you are of more than one race, please indicate one group only for recordkeeping purposes.

White

Black

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Please identify name of the enrolled or principal tribe: _____

DISABLED: Yes No

DISABLED VETERAN: Yes No

VETERAN: Yes No

DEFINITIONS

Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Disabled: People with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: All persons entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

REFERRAL SOURCE

Check all that apply:

- Newspaper: Name _____
- Pierce County Job Information Line
- Internet
- Job Fair: Name _____ Location _____
- Word-of-Mouth
- Announcement in Pierce County Human Resources Office
- Public Access Television
- County Employee
- Other: Identify _____