



## LEGAL PROCESSING ASSISTANT 3 – DISTRICT COURT

**Department:** District Court  
**Job Class #:** 471800  
**Pay Range:** General 34

**FLSA:** Non-Exempt  
**Represented:** Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Work involves responsibility for a wide variety of operations. Incumbents are knowledgeable of all clerical functions of case processing and some administrative activities associated with court operations.

### **ESSENTIAL FUNCTIONS:**

#### **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.

#### **Administrative Services Unit:**

- Maintain records to account for all monies collected and deposited.
- Prepare bank deposits and reconciliation of expenditures
- Remit fines/fees payments and forfeitures.
- Balance transaction journals; month end processing
- Approve accounts payable invoices for jury fees
- Prepare accounts receivable invoices
- Performance of payroll functions;
- Prepare spend authorizations and expense reports for travel.
- Research and review escheatment of unclaimed property.
- Perform internal cash audit functions.

#### **All Units:**

- Serve as lead worker, assign work to a specific work unit and ensure 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.

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### **Classification Description – Pierce County**

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- Maintains 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.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed upon completion by a supervisor and/or the Legal Processing Assistant 4 for thoroughness, timeliness and compliance with regulations, policies and procedures. This position is responsible for performing lead functions such as assigning, reviewing, and approving the work of others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Legal Processing Assistant 3 works in an office environment and/or in a courtroom setting on a regular basis which may include jail video hearings. While in a courtroom setting, the incumbent may be exposed to situations of a highly emotional nature and graphic physical evidence. Work is generally completed on a regularly scheduled basis, however, daily work hours will vary. Completion of job duties outside of normal scheduled hours is required. Work is subject to frequent interruptions and noise levels are varied based on the work locations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Washington Court Rules and statutes for courts of limited jurisdiction.
- Case processing and case management.
- Computer applications including JIS, LINX, Word, Excel, Outlook, and other databases used by the Court.

#### **Skill in:**

- Use of independent judgment to evaluate situations and respond appropriately with minimal supervision.
- Moderately complex clerical work in support of court functions.
- Effective communication with others, both orally and in writing.

#### **Ability to:**

- Resolve conflicts and problem solve using discretion, patience, empathy, and professionalism.
- Process and/or prepare warrants, citations, subpoenas, summonses, motions, notices, and other legal documents.
- Record person and case information into court's case management system.
- Accurately maintain case files and court records.
- Maintain confidentiality of sensitive matters.
- Plan, assign, coordinate and lead the activities of co-workers or subordinates.
- Effectively perform and complete multiple duties and assignments concurrently and in a timely manner.

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- Understand and execute complex oral or written instructions.
- Establish and maintain effective working relationships with judges, employees, attorneys, public and private agencies, as well as the general public.
- Work in a highly stressful environment.
- Physically perform the essential job functions with or without reasonable accommodations.
- Meet the travel requirements of the position.

#### **OTHER JOB FUNCTIONS**

Performs other job functions as assigned.

#### **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

NOTE: Moving to Legal Processing Assistant 3 is a promotional level determined on an individual basis and not an automatic step.