



POSITION DESCRIPTION

TITLE:	Legal Process Assistant I
DEPARTMENT:	Okanogan County District Court Position 1 – Main Reception – District Court Office Position 2 – Probation Assistant – Probation Office
STATUS:	Non-Exempt, Union

Scope of Responsibility

Under the general supervision of the District Court Administrator, with guidance from Legal Process Assistant II and Legal Process Assistant III positions; performs general and routine clerical work in support of the Court. Duties follow well established procedures and guidelines.

The margin for error is minimal. Substantial liability exposure exists for the County in the course of employee's decisions and action on the cases managed.

Supervisory Responsibility

This position has no assigned supervisory responsibility.

Essential Functions/Typical Duties

- (Position 1 – District Court; Position 2 – Probation Office) Greets and assists the public, staff and other agencies by phone, in person, by e-mail or in writing; by providing information and court policies, procedures, and processes; case/calendar information as authorized in court policy and/or scope of authority; and refers inquiries/visitors to appropriate department or individual when necessary. This includes proper documentation in JIS for all case related contacts.
- Learn and develop a basic knowledge of all court processes and functions in order to best assist the public.
- Accepts court documents for filing and processing; performs general duties associated with processing, such as scanning/indexing, filing, route to appropriate individual for action; etc.
- (Position 1) Process new case filings for Infraction and Small Claims cases including the scheduling of hearings, file set-up; scanning/indexing, on-going case maintenance and entry into the statewide database.
- (Position 2) Set-up and maintain probation department social files, including storage and retention of closed and inactive files.

- Performs basic cashier functions which include receiving case related court payment received in person and by mail; maintaining and balancing all transactions and issued petty cash on a daily basis.
- Performs case maintenance duties as needed in the performance of other duties; including (but not limited to) case closure; scheduling or rescheduling court activity; cancelling warrants; adjudicating Failure to Appear/Respond suspensions. Case maintenance includes computer and physical file/document processing.
- Follow-up action on infraction and small claims cases, which includes reviewing for compliance and initiate failure to respond and/or collection processing for infraction cases.
- (Position 2) Assist probation officers with case related paperwork including referrals, warrant orders; appointment and completion letters and researching JIS in preparation for court hearings.
- (Position 2) Monitor Community Restitution orders and adjust accounting records upon receipt of completed work.
- (Position 1) Court clerk functions for infraction and small claims cases which includes assisting the judge as needed; initiate and monitor and maintain log for court recording equipment; record and maintain case notes; perform all follow-up case maintenance activity resulting from hearings.
- (Position 2) Assist in the mailing and processing of incoming responses of potential jurors as needed.
- General court support and/or probation including filing; file set-up, daily errands such as mail pick-up/delivery; banking, calendar preparation; bulk mailings; printing notices and

Secondary Functions

- Assist other staff as needed during absences and periods of high demand due to high office traffic, high filing volumes, or low staffing due to court, meeting/training activities, or absences.
- Other duties as assigned.

Minimum Qualifications

- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples in the above description of duties.
- High School diploma or the equivalent.
- Keyboarding efficiently at 45 wpm.
- Ability to learn proprietary software.

Preferred Qualifications:

- Knowledge of courts and justice system, including legal terminology and documents.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices and procedures;
- Knowledge of the rules of English grammar, spelling and punctuation;

- Ability to maintain balanced cash drawer; accurately giving change when accepting payments;
- Ability to learn and implement complex procedures and legal processes;
- Ability to be organized and efficient with a fast paced unpredictable workflow;
- Ability to follow oral and written instructions;
- Ability to communicate effectively both orally and in writing;
- Ability to maintain confidentiality as needed;
- Ability to operate office equipment including personal computers, copiers and fax machines;
- Ability to sit or stand for long periods of time while performing repetitive functions;
- Ability to use and/or maintain good judgment under stressful conditions;
- Ability to be sensitive to the various cultural, economic and/or social background of the public we serve;
- Ability to maintain composure and respond appropriately to disagreeable and/or angry customers;
- Ability to establish and maintain effective/cooperative work relationships with superiors, peers, and the general public.
- Ability to keep regular attendance, be on time, and work as scheduled.

Physical Demands

This position requires the ability to perform those activities to complete the essential functions of the job. The duties are primarily in an office setting requiring sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, a sense of touch, finger dexterity, gripping with fingers and hands, ability to hear voice conversations and to speak. Requires the occasional lifting of up to 25 lbs.

Acknowledgements

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Employee Signature

Date

Effective Date: April 23, 2013	EEO Code:	Department: District Court
Dates Amended:	Union:	Division: n/a
FLSA Exempt:	Grade: 14	Pos #: