



# LEGAL ASSISTANT JOB DESCRIPTION

Job Title: Legal Assistant

Job Code: LS125

Pay Grade: 117

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: March 2023

## NATURE OF WORK

Under close supervision, performs a variety of legal administrative functions on behalf of the Lewis County Prosecuting Attorney's Office; provides legal support to assigned attorneys; prepares and files legal documents; creates and maintains case files; responds to inquiries and provides assistance to the general public; and performs other specialized duties relative to area of assignment.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers incoming calls and provides assistance to the public in person and over the telephone.
- Responds to inquiries and provides information to respondents, law enforcement personnel, and the general public regarding court and/or case related matters.
- Creates, updates, maintains, and retrieves case files for area of assignment; tracks case progress.
- Drafts, prepares, files, and distributes various types of legal documents including pleadings, notices, summons, subpoenas, petitions, motions, orders, State witness lists, and/or charging documents.
- Copies and mails final court orders to responding parties in all assigned cases; prepares files for closure.
- Prepares new referrals for review by prosecutors; enters referrals from law enforcement agencies into the Judicial Information System (JIS), CRIMES, and/or other designated databases.
- Researches, inputs, and updates information in departmental and/or statewide databases.
- Updates and maintains the Juvenile Offender and/or other assigned calendars.
- Prepares discovery for defense attorneys as assigned.
- Conducts a variety of general clerical duties including data entry and copying, filing, faxing, and mailing correspondence and/or other types of departmental documentation.
- Performs other specialized duties relative to area of assignment.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

## DISTINGUISHING CHARACTERISTICS:

This is the journey level in the Legal Assistant job series. Incumbents have acquired necessary legal clerical knowledge and are granted greater levels of independence as further experience is gained.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Legal Assistant studies; AND two (2) year's legal clerical experience.

A Notary Public License and a valid Driver's License are required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- County Prosecuting Attorney's Office operations, policies, and procedures.
- Legal terminology and documentation.
- State of Washington Court Rules.
- The Judicial Information System and related databases.
- General office equipment and standard computer software applications.

**Skills in:**

- Performing a variety of legal administrative functions.
- Providing legal support to assigned attorneys.
- Creating, updating, and maintaining case files.
- Preparing, filing, and distributing various types of legal documents.
- Establishing and maintaining effective working relationships with other staff, court personnel, outside agencies, and the general public.
- Communicating effectively verbally and in writing.