

Kittitas County, Washington
Employment Opportunity

Posted: 1/23/2023

Closes: Open Until Filled

LEGAL ASSISTANT I - III

The Kittitas County Department of Public Defense is currently seeking qualified candidates for the position of Legal Assistant I - III. This is a full-time, non-exempt, benefits-eligible, non-union position. The Legal Assistant is responsible for providing secretarial support to the Public Defense Attorneys within the Department of Public Defense. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is considered open until filled with a first review after 2/01/2023. Candidates should apply as soon as possible for optimal consideration.

SALARY RANGE

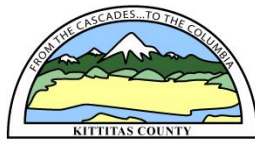
Legal Assistant I: \$3,323 - \$4,471 per month.

Legal Assistant II: \$4,031 - \$5,424 per month.

Legal Assistant III: \$4,293 - \$5,770 per month.

ESSENTIAL FUNCTIONS

- Serve as initial point of contact for the public in a professional and courteous manner. Answer and route calls to the appropriate staff or department.
- Prepare a variety of legal documents, pleadings, notices, agreements, contracts, and correspondence under the direction of the Defense Attorneys and the Chief Administrator.
- Prepare reports, briefs, and legal documents from hand-written notes, taped, dictation, and computer disk/cd. Ensure documents are consistently prepared and completed in accordance with format rules of the Department of Public Defense.
- Assist in maintaining a library of briefs and research materials for future use by others in the Department of Public Defense.
- Enter all cases received into Case Management Software (unless otherwise instructed) and upload all documents that relate to each case (paperless – electronic files) so that the records are complete and accurate (Internal Software Program) to ensure tracking and logging for annual and internal reports as well as records management.
- File and record legal documents with the appropriate officials and agencies in a timely manner and ensures correct dissemination to appropriate parties.
- Maintain and organize all assigned cases (paper or electronic format). Retrieve materials as necessary.
- Add reminders to attorneys' calendars with notifications.
- Schedule meetings, make room arrangements, and send out schedule changes and notices.
- Proofread documents and correct grammar, spelling, punctuation, sentence structure, legal terminology and format without altering meaning.
- Process invoices and prepare weekly vouchers and submit to the Auditor's office for payment.



- Monitor and process records according to the department's policies and procedures relating to the management of records and the Washington Secretary of State Archives records retention schedules (CORE).
- Prepare paperwork based on job assignments and instruction from attorneys and supervisors as not otherwise provided in this job description.

OTHER FUNCTIONS

- Complete special projects as required.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

All Positions

- High School Diploma or GED equivalent.
- 0 – 5 years of experience in a legal office or related setting.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Legal Assistant II

- 5 – 10 years of experience in a legal office or related setting.

Legal Assistant III

- 10 or more years of experience in a legal office or related setting.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Ability to communicate clearly in a clear, respectful manner, both verbally and in writing.
- Knowledge of general office procedures, office machines, and legal terminology.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Ability to work under stressful conditions with minimal supervision.
- Ability to respond to common inquiries or complaints from customers, other agencies, etc. in a professional manner, exhibiting patience and using layman's terms when necessary.
- Ability to set priorities and meet deadlines.
- Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS

- Associate or Bachelor's degree in Law and Justice or related field.
- Knowledge of criminal justice system.
- Knowledge of Washington State records retention procedures/schedules.
- Bilingual skills.



WORKING CONDITIONS

Work is generally performed in a high volume office environment with sustained posture in a seated position, prolonged periods of computer operation, and periods of standing; frequent use of standard office equipment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers; strength to lift, pull, push, and/or carry up to 25 pounds and potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone; ability to sit, stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Periodic duties may require performance in non-office settings, outdoors, or at a variety of County locations.

Work is typically performed during standard business hours with some extended shift or weekend and evening work as needed. Reliable attendance and punctuality are required. Periodic travel will be required for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references
4. Supplemental exam answers

SUPPLEMENTAL EXAM QUESTIONS

1. What does customer service and teamwork mean to you?
2. What is your experience working in confidential and criminal justice settings?