

Whitman County Human Resources

400 N. Main Street • Colfax, WA 99111

(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT TEMPORARY JOB POOL

- POSITION:** Temporary Legal Assistant
- HOURLY RATE:** \$11.00 - \$15.00 per hour
- UNION STATUS:** Not applicable – temporary position
- TO APPLY:** Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205
- LOCATION:** Whitman County
- CLOSING DATE:** On going process. Applications remain current for 6 months from date received.
- SELECTION PROCESS:** Applicants must submit a signed Whitman County application for each position. The applications will be reviewed and evaluated to determine applicants invited for an interview, as staffing is needed.
- TO QUALIFY:** See attached illustrative example of duties and requirements.

In Compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICAN WITH DISABILITY ACT
Persons requiring accommodation should advise of that need

Legal Assistant – Temporary Pool Position

BASIC PURPOSE

Perform a variety of court, criminal, and/or legal work for supporting Prosecutor and Deputies in District and Superior Court and Child Support Cases; also to aid the VAWA Support Staff.

NATURE OF WORK

This is responsible criminal and/or civil work for the prosecutor and the provision of counsel to county officials and employees on legal matters affecting overall county and individual department policies, programs, or operations. Employees of this class will be assigned responsibility under the prosecutor for collection, organizing and analyzing factual information and documents related to specific legal services. Log and assist with the organization, preparation of files maintained within this office. Aids all deputies with investigation and research to maintain cases or establish files. Helps with the interview process of Victims and Witnesses and Parents. Composes legal notices, pleadings and other legal documents. Work requires knowledge of the legal system, requirements and procedures for legal research.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of position in this class. Work is performed under the general guidance of the Prosecuting Attorney who will review work through consultations, observations of court work, and on the basis of results achieved.

ESSENTIAL FUNCTIONS

Communicate with attorneys, defendants, victims and office staff using both verbal and listening skills; analyze case files facts, and evidence. Prepare documents as necessary for the resolution of the case. Perform duties with minimal supervision.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Communicate with attorneys, defendants, victims and office staff using both verbal and listening skills; analyze case files facts, and evidence. Prepare documents as necessary for the resolution of the case. Perform duties with minimal supervision.

EXAMPLES OF DUTIES

Logs and assists with the organization and preparation of files maintained within this office. Aids all deputies with investigation and research to maintain cases or to establish files. Helps with the interview process of victims and witnesses and parents. Composes legal notices, pleadings and other legal documents.

SELECTION CRITERIA

Knowledge, skills and abilities

- Knowledge of business English, spelling and arithmetic.
- Knowledge of general office practices and procedures.
- Knowledge of Word Perfect word processing program
- Ability to establish effective working relationships with other employees and the general public.
- Ability to understand and apply available guidelines to varied operational requirements, and to follow stated oral and written instructions.
- Ability to meet and deal with the public in a pleasant and courteous manner, and at all times in stress situations.
- Ability to operate equipment associated with the position and learn office methods, rules and policies.
- Ability and willingness to work in sometimes hazardous conditions as required by the position.

EXPERIENCE, EDUCATION, AND TRAINING

Two years' experience as a paralegal or legal assistant OR Substituting, on a month for month basis, any experience, education, or training that would demonstrate the level of knowledge and ability required.