

Whitman County Human Resources

400 N. Main Street • Colfax, WA 99111
(509) 397-5242 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Legal Secretary

LOCATION: District Court

MONTHLY SALARY: \$2,722.00/month DOQ, plus benefits

UNION STATUS: Courthouse Bargaining Unit

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

CLOSING DATE: Until Filled – First Review October 8, 2018

LOCATION: Pullman/Colfax

SELECTION PROCESS: Applicants must submit an original signed Whitman County application form. Applications will be reviewed and evaluated to determine applicants invited for an interview.

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 State 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 WORKPLACE

WHITMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITY ACT

Persons requiring accommodation should advise us of that need

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date: September 11, 2018
Position Title: Legal Secretary
Job Family Classification #: 043
Department Title: District Court
Department Code: 030
Pay Grade: Legal Secretary
FLSA Status: Non-Exempt
Union Status: Represented, Courthouse Bargaining Unit
Reports to: District Court Administrator

BASIC PURPOSE

Performs a wide variety of moderate to highly technical operations providing confidential and specialized support services for the District Court.

NATURE OF WORK

Performs a variety of specialized & complex secretarial work for a department or a departmental division. Positions in this class will have contact with the public, other departments, private and public officials. Duties require routine exercise of independent judgment and the margin for error is minimal. Substantial liability exposure exists for the County in the course of employee's decisions and actions on the cases managed.

SUPERVISION EXERCISED AND RECEIVED

Supervision, although not a primary responsibility of positions in this class, may be indirectly exercised over office assistant employees.

Work is normally performed independently after initial introduction to all duties of the position usually accomplished within six (6) months after employment, however; a complete grasp of all responsibilities may take 12 – 18 months. Supervision is provided by the Court Administrator.

ESSENTIAL FUNCTIONS

Word processing; transcribe from recorded dictation, copy or rough draft; ability to correspond and converse with clients, attorneys, and other officials; file alphabetically and numerically, operate office machines such as calculator, copier, and computer terminal.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Cooperative; able to establish positive working relationships with co-workers and other county employees; follow stated oral and written directions; ability to maintain confidentiality.

TYPICAL EXAMPLES OF WORK

- Staffs courtroom during sessions, records all proceedings, maintains recording logs, marks exhibits, and processes orders of the court.
- Ensures accurate and timely case flow maintenance.
- Remains flexible to changing priorities, exercises attention to detail, demonstrates initiative and performs tasks to completion in a high-volume environment.

- Provides for accurate information and assistance; to all levels of court customers, including attorneys, prosecutors, law enforcement, defendants, victims, state agencies, etc.
- Accurately researches and evaluates cases to determine correct course of action in accordance with laws, rules, court policies and procedures.
- Provides customer service over the telephone, at the counter, or through correspondence. Responsibilities include maintaining confidentiality, tact and providing accurate information to the public, defendants, attorneys and other agencies about District Court policies and procedures and schedules.
- Maintains courtroom recording equipment, certification thereof and transcripts of all proceedings for appeal to superior court.
- Receive payment of court fines, bail penalty assessments and fees; record and receipt payments according to established court procedures.
- Prepare routine legal documents such as summons, warrants and motions as directed.
- Prepare court calendars for criminal and traffic infraction cases, audit case files for court sessions, insuring appropriate documentation is in the file.

SELECTION CRITERIA

Knowledge, Skills and Abilities

- Knowledge of business English, spelling and arithmetic.
- Knowledge of general office practices and procedures.
- Some knowledge of the basic principles and practices of clerical bookkeeping as required by the position.
- Ability to learn a variety of criminal justice software applications.
- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- 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, under stressful situations.
- Ability to operate equipment associated with the position and learn office methods, rules and policies and legal processes .

EXPERIENCE, EDUCATION, AND TRAINING

Two (2) years of general clerical, financial, and typing work experience applicable to the work of the position, *OR* Substituting, on a month for month basis, any experience, education, or training which would demonstrate the level of knowledge and ability required. Prefer applicant with experience working in a legal environment and with experience in the use of the Washington State Judicial Information System.

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