



## **CLASSIFICATION SPECIFICATION COURT ASSISTANT II**

### **GENERAL DESCRIPTION**

Provides technical assistance on detailed legal processes, and researches questions and complaints. Reviews legal documents to ensure compliance with case management standards, statutory requirements and court orders. Attends and accurately reports decisions (via written minutes and recording equipment) of judicial officers at court proceedings.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

### **ESSENTIAL JOB FUNCTIONS**

Performs technical review of court documents for completeness and compliance with statutory requirements and approves documents for filing or requests additional information from parties. Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants, verifying the accuracy and completeness of legal documents. Identifies inconsistency with statutes and provides technical information to customer for compliance.

Compiles and applies appropriate coding of information for all cases and documents into statewide database systems. Identifies and prepares information for entry judgments into statewide indexing system. Interprets and applies RCWs, court rules and procedures before entering judgments. Consolidates defendant case histories by reviewing each case to determine the accuracy of the data.

Generates legal documents as ordered by court and enters and tracks in statewide system, and provides copies to appropriate agencies.

Notifies appropriate agencies of convictions. Documents and enters dispositions of criminal and offender cases for transfer to appropriate agency.

Attends and keeps accurate records (written minutes and recording equipment) by summarizing court proceedings and judgments for official public records.

Performs legal research and explains technical and detailed statutory requirements and procedures to attorneys, pro tem judges, law enforcement and the public seeking assistance to ensure judicial compliance.

Verifies and receipts legal financial obligations, bail, judgments, court fines and fees ensuring monies are recorded per established court procedures.

**ESSENTIAL JOB FUNCTIONS (cont.)**

Arranges court appearances of individuals held in the County detention facilities, assembling court documents, researching the defendant's historical record and providing coordination with courtroom, jail, attorney and probation. Schedules and coordinates a calendar of miscellaneous emergent issues.

Expedites documents for court hearings and ensures review by judicial officer, following established procedures/guidelines. Determines process for coordination of emergency orders needing presentation before the court.

Assigns and sets hearing/trial dates for pending cases, coordinates schedules and locations. Generates written confirmation to all parties involved. Prints, distributes and posts calendars according to procedures.

In accordance with established policies and procedures, forwards case dispositions to applicable outside agencies.

Initiates correspondence and prepares certified copies of records and recordings of court proceedings.

During times of absence, as demanded by workload, and as assigned, will perform duties and responsibilities of other Court Assistants.

Performs other duties as assigned.

**DISTINGUISHING FEATURES**

The Court Assistant II classification is distinguished by the technical knowledge of the legal systems, complexity of tasks, and experience required to perform these duties. Must possess exceptional interpersonal skills and the diplomacy to interact with difficult customers.

**WORKING CONDITIONS**

Work is performed primarily in an office environment assisting customers. Positions in this classification may experience extended periods of sitting and/or standing. Manual dexterity is essential for writing and operating a typewriter, computer keyboard, and/or 10-key calculator. Ability to bend, stretch or reach, and lifting and carrying items weighing up to 30 lbs. is essential. Ability to clearly converse, listen, and understand the English language is required.

A physical hazard may occur from agitated members of the public and dangerous or hazardous exhibits.

**QUALIFICATIONS**

High school diploma or GED; and three years of progressively responsible clerical support experience in a court or legal environment.

Typing speed of 45 wpm and ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking, and other essential job functions.

**DESIRED SKILLS**

Associates degree in law, business or other related field; Paralegal certification; or legal certificate is highly desirable.

Exceptional listening skills with the ability to take notes utilizing shorthand or speedwriting accurately.

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Non-Union/Union