



CHELAN COUNTY PROSECUTING ATTORNEY

GARY A. RIESEN

401 WASHINGTON STREET, 5TH FLOOR – P.O. BOX 2596 – WENATCHEE, WA 98807-2596

MAIN OFFICE/FELONY DIV: (509) 667-6202
 MAIN FAX NUMBER: (509) 667-6490
 DISTRICT COURT DIVISION: (509) 667-6271
 JUVENILE COURT DIVISION: (509) 667-6453
 CIVIL DIVISION: (509) 667-6330
 CIVIL DIVISION FAX: (509) 667-6511

DOUGLAS J. SHAE – *CHIEF CRIMINAL DEPUTY*
 SUSAN E. HINKLE – *CIVIL DEPUTY*
 LOUIS N. CHERNAK – *CIVIL DEPUTY*
 JAMES A. HERSHEY
 ROY S. FORE
 KEVIN L. FORREST
 STEPHEN D. FUNDERBURK
 EDWARD N. STEVENSEN
 ALLEN F. BLACKMON
 CONOR C. JOHNSON
CRIMINAL DEPUTIES

CHELAN COUNTY PROSECUTING ATTORNEY'S OFFICE

NOTICE OF JOB OPENING FOR

LEGAL ASSISTANT

OPENING DATE: Wednesday, February 1, 2012
CLOSING DATE: Wednesday, February 8, 2012
REPORTS TO: Legal Administrative Supervisor
FLSA STATUS: Non-exempt/Union Position with Monthly Dues
SALARY: A090 Position, \$31,081 (Step 1) annual salary (plus benefits)
JOB STATUS: Full-Time
HOURS: M-F 8:30 AM – 5:00 PM, 1 hour lunch
ATTIRE: Office Professional

NATURE OR SCOPE

The legal assistant prepares legal documents, files, and related paperwork for civil and criminal cases presented in various courts of law within Chelan County and the State of Washington. This person relieves attorneys of a variety of legal technical activities involving procedural law, department policy, and court procedures. The legal assistant routinely anticipates and prepares without close supervision and within statutory time limits (1) a wide range of standard legal form filings appropriate for each case, and (2) contacts (i.e. appointments, or verbal and written communication of charges and schedules) with individuals (i.e. lawyers, defendants, and witnesses) and the courts. This person routinely transcribes machine dictation; does computer and word processing functions.

MAJOR DUTIES AND RESPONSIBILITIES

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

- Plans, schedules, initiates, and carries out legal form preparation, court filings, and notifications necessary for presentation of cases by attorneys. This may include examining documents and related affidavits for completeness, legal accuracy and compliance with legal deadlines, securing appropriate authorizing signatures and distributing to involved parties. Files and records legal documents with the appropriate officials and agencies; distributes orders and/or police reports to the defense counsel and other agencies.
- Transcribes machine dictation of confidential correspondence and legal documents.
- Knowledge and use of a variety of computer software applications, including Microsoft Word, Microsoft Outlook, prosecuting attorney custom software package; ability to learn and use new software programs as necessary.
- Maintains frequent contact with victims, witnesses, law enforcement agencies, or defense attorneys to obtain or provide information, schedule appointments, or assist them in completing necessary reports.
- Maintains departmental files. Prepares, maintains, and reviews case files to assure timely action or review by attorneys. Enters case information on computer terminal. Performs basic legal research to check citations to statutes and cases.
- Types legal briefs, memos, correspondence, orders, complaints, warrants, affidavits, subpoenas, and related forms from personal knowledge, notes, handwritten material, and dictation tapes. May compile or draft routine correspondence or jury instructions for supervisory review.
- Performs receptionist duties including: answering phone, screening and routing calls, taking messages, dispensing non-confidential data from files and computer, and scheduling appointments for attorneys. Answers or refers procedural questions of a technical nature. Sorts appropriate mail to determine nature and urgency of requests.
- Assists in the training of new employees or temporary staff.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

REQUIREMENTS

Applicant must be 21 years of age and have a high school diploma or GED with two (2) years professional office or legal experience. Excellent organizational and interpersonal communication skills. Ability to work unsupervised and stay on task and complete work on assigned caseload in timely manner. A proven ability to establish and maintain effective working relationships with the public and co-workers. Must be a team player. Must be able to work in a busy office environment with frequent interruptions. Must use logic, common sense, and pay attention to detail. Must be able to follow instructions and prioritize work. Confidentiality is mandatory. Excellent grammar, spelling, and keyboarding skills are required. Strong knowledge of Windows-based programs and

Microsoft Word preferred. Effectively operate standard office machines, computers, and equipment. Must pass a criminal history background check.

LANGUAGE SKILLS

Ability to read and write English. Ability to read and comprehend legal documents and instruments, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to the public and other employees of the organization. Prior legal secretarial experience will be given additional consideration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit. The employee is frequently required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

WORKING CONDITIONS

This classification works in an office environment. Noise level is usually moderate. May be exposed to potentially anti-social behavior on occasion.

APPLICATION PROCESS

Cover letter and current resume must be submitted by Wednesday, February 8, 2012, at 5:00 p.m. to:

Cindy Dietz
Legal Administrative Supervisor
Chelan County Prosecuting Attorney's Office
401 Washington Street, 5th Floor
Wenatchee, WA 98801

CHELAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER