



CHELAN COUNTY PROSECUTING ATTORNEY DOUGLAS J. SHAE

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

CRIMINAL DEPUTIES

JAMES A. HERSHEY, CHIEF CRIMINAL DEPUTY
ALLEN F. BLACKMON
CONOR C. JOHNSON
LEE O'BRIEN
ANDREW B. VAN WINKLE
NICOLE HANKINS
RYAN S. VALAAS
MARCUS S. FOSTER

CIVIL DEPUTIES

SUSAN E. HINKLE
APRIL D. HARE
ROBERT W. SEALBY

MAIN OFFICE/FELONY DIVISION..... (509) 667-6202
MAIN OFFICE FAX..... (509) 667-6490
DISTRICT COURT DIVISION..... (509) 667-6271
JUVENILE COURT DIVISION (509) 667-6453
DISTRICT/JUVENILE DIVISION FAX (509) 667-6476
CIVIL DIVISION:..... (509) 667-6330
CIVIL DIVISION FAX: (509) 667-6511

CHELAN COUNTY PROSECUTING ATTORNEY'S OFFICE NOTICE OF JOB OPENING FOR LEGAL ASSISTANT

OPENING DATE: Monday, April 1, 2019
CLOSING DATE: Monday, April 8, 2019
REPORTS TO: Legal Administrative Supervisor
FLSA STATUS: Non-exempt/Union Position with Monthly Dues
SALARY: \$36,688 - \$42,471 (PW04, 1-4) annual salary DOE (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 criminal and civil 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 does computer entry 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.

- Prepares and types various legal documents, including briefs, memorandums, orders, complaints, warrants, affidavits, subpoenas, and related items from personal knowledge, notes, or handwritten material. May compile or draft routine and confidential correspondence or jury instructions for supervisory review.

- 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 affected parties. Files and records legal documents with the appropriate officials and agencies; distributes orders and/or police reports to defense counsel and other agencies.
- Maintains departmental files. Prepares, maintains, and reviews case files to assure timely action or review by attorneys. Enters and maintains case information on computer-based system applications program. Performs basic legal research to check citations to statutes and cases.
- Knowledge and use of a variety of computer software applications, including Microsoft Word, Microsoft Outlook, prosecuting attorney case management system, electronic document management systems, imaged court case files and law enforcement records, Judicial Information System, Judicial Access Browser System; 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.
- Performs receptionist duties including answering phone, screening and routing calls, taking messages, dispensing non-confidential data from files and computer, photocopying, faxing, scanning, filing, and scheduling appointments for attorneys. Answers or refers procedural questions of a technical nature.
- Performs daily mail processing for office and daily delivery of documents to/from courts and other county departments.
- Assists in the training of new employees or temporary staff.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORKING CONDITIONS

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

REQUIREMENTS

Applicant must be 21 years of age and have a high school diploma or GED, and should have two (2) years professional office or legal secretarial experience. Must be reliable and punctual in reporting for scheduled work; daily attendance is an essential function of the job. Excellent organizational and interpersonal communication skills. A proven ability to establish and maintain effective working relationships with the public and co-workers. Must be able to work in a busy office environment with frequent interruptions and deadline pressures. Must use logic, common sense, and pay attention to detail. Must be able to follow instructions and organize work. 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. 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

Strong command of English language and 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.

APPLICATION PROCESS

Cover letter, current resume, and Chelan County Employment Application must be submitted by Monday, April 8, 2019, 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
cindy.dietz@co.chelan.wa.us

CHELAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER