

LEGAL SPECIALIST

JOB PURPOSE AND SUMMARY

Performs a variety of specialized legal support work in the civil Child Support Division of the Prosecuting Attorney's office. Positions in this classification are responsible for establishing and maintaining case files to include processing of complicated legal documents, public contact to communicate legal information, respond to questions, read mail and compose responses and other duties specific to the Child Support Division as assigned by division attorneys. The positions require advanced and specialized knowledge of legal terminology and civil processes involved in Child Support cases.

CLASSIFICATION DISTINCTIONS

This is a single classification within the civil Child Support Unit of the Prosecuting Attorney's Office for Clark County. Positions at this level are distinguished from the Legal Secretary II classification by the required specialized knowledge and expertise needed to perform duties and responsibilities using considerable independence. Work is also distinguished by the unique responsibilities that include DNA genetic testing, conducting interviews, research and evaluation of information related to case management. Legal Specialists provide instruction or guidance to lower level positions, but they do not serve as lead or have supervisory responsibilities.

Advanced legal secretarial skills alone are not sufficient to warrant classification at this level, nor is simple possession of technical knowledge about the department. Responsibilities must require the application of that knowledge and a high level of independence.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES – This is a representative list of tasks and is not intended to be exclusive or comprehensive.

- Establish and maintain case files - Reviews files, case documents, and affidavits to detect completeness, timeliness and errors, and provides information to attorneys; researches case files and prepares or facilitates preparation of court orders.
- Using advanced skills and knowledge to facilitate or complete complex legal documents such as briefs, motions, correspondence, reports and memorandum from minimal instructions and in support of assigned attorneys; secures appropriate signatures, cause numbers and authorizations and mails or routes as designated.
- Prepares responses to legal correspondence per oral instruction or independently; obtains required signatures and in some cases, mails over own signature.
- Tracks, maintains and updates cases through Washington State Division of Child Support computer database to insure state mandated deadlines are met and division attorneys are advised of upcoming deadlines.
- Enters and retrieves case information using appropriate computer based data system; prepares reports requiring the extraction of database information. Files legal documents with

clerks of the court; obtains required signatures and authorizations; maintains case files and records dates on which subsequent actions must occur.

- Prepares case file information using multiple resources, including records from DISCIS, SCOMIS, DOC, FORS Employment Security data, Department of Licensing, Department of Health Services, United States Military, and State of Washington Division of Social and Health Services.
- Responds to questions and provides answers to the public regarding case status in accordance with regulations on public records and confidentiality; receives, reviews and distributes all incoming mail associated with case management and as needed, routes information to attorneys.
- May act as a liaison between the Deputy Prosecuting Attorney and outside agencies including Child Protective Services, Attorney General's Office, Department of Corrections, local, state and federal correctional facilities, and genetic testing laboratories.
- At own discretion or via the assigned attorney's instruction, contacts other attorneys and parties to legal actions to obtain or relay technical information related to the case.
- Interviews clients to obtain and provide standardized information; monitors and reviews status of cases; maintains contact with clients, attorneys and other individual and agencies concerned with specific cases.
- Conduct swabbing for DNA genetic testing in the office environment and other outside locations such as jail/correctional facilities as needed.
- Performs other related work as assigned.

QUALIFICATIONS

- Three to four (3 to 4) years of legal secretarial support work within a law office or legal environment.
- Completion of a legal secretarial course offered by a community college or business school (45 quarter or semester credit hours with at least ten (10) hours in legal coursework) may be substituted for one year of the required experience.

Knowledge of ... legal terminology, procedures, documents and principles related to legal support work; legal office practices and procedures including standard formats; business English, grammar, punctuation, and spelling; word processing, database and presentation applications, including the knowledge of macros; operation of general office equipment such as copiers, faxes, telephones, personal computers.

Ability to ... apply legal guidelines and regulations to varied operational requirements; prepare legal documents and correspondence using appropriate formatting, terminology and references;

operate personal computer applications at an advanced level; establish and maintain effective working relationships with co-workers, public officials, and the general public; operate general office equipment; accomplish work within established timeframes; communicate effectively orally and in writing; adhere to prescribed office routines; maintain a neat personal appearance and courteous attitude toward the public and fellow employees.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is generally performed in an office setting with comfortable environmental conditions. Most positions involve a high activity level and pace, competing time demands, and interaction with dissatisfied or angry customers. Essential tasks require typing/keyboard skills, phone usage, reading, speaking and listening.

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