

COURT ASSISTANT III

JOB PURPOSE AND SUMMARY

This is responsible and varied legal process work and limited administrative work in direct support of the Court systems of Clark County. Incumbents may act in the capacity of a Lead Worker to other clerical employees or as a Court House Facilitator.

CLASSIFICATION DISTINCTIONS

The Court Assistant III work involves responsibility for performing and assisting in the performance and supervision of a wide variety of technical and clerical tasks and operations. Incumbents may be responsible for the technical supervision of a division or area of operations.

The Courthouse Facilitator performs journey level clerical activities associated with case processing and requires technical expertise in multiple aspects of court operations, where the consequence of error could be significant. This position provides assistance to external customers and works independently with minimal supervision. The position requires specific knowledge associated with legal forms and terms as well as expertise in specific programs that makes it comparable in level to a Court Assistant III position.

Both work requires technical expertise and some supervisory skill to provide advice and assistance to other clerical employees. Work is performed and reviewed under the general supervision of a supervisor. This class is distinguished from the journey administrative activities associated with case processing.

COURT ASSISTANT III

Key or Typical Tasks And Responsibilities

- Prepares monthly remittance of money collected with accompanying journal of transaction; balances bank statements and maintains checkbook records for Court bank accounts; pursues collection of dishonored checks; initiates procedures for collecting bond when necessary.
- Responds to correspondence; compiles reports and statistical data; takes and transcribes legal dictation.
- Institutes changes within division or area to accommodate new policies, laws or procedures; maintains payroll and personnel records within areas of responsibility; maintains inventory control process.

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- Coordinates various activities of office personnel and jurors; assigns work and establishes work schedules for Legal Process Assistants and other clerical employees.
- Assists in budget preparation.
- Performs lead functions and assists the supervisor in the planning of work and setting of daily priorities; assists in selection, training and performance evaluation of assigned employees; may recommend disciplinary action.

COURTHOUSE FACILITATOR

Key or Typical Tasks And Responsibilities

- Provides technical assistance to pro se litigants to determine legal direction and determines what steps are needed to complete their case.
- Prepares instruction forms for form packets for the various types of actions.
- Reviews medical and financial documentation to calculate child support responsibility for the litigant.
- Provides referral information of other agencies and social service programs for assistance.
- Input and record case pleadings, hearings and disposition information into a statewide database.
- Assists in the training of other assigned clerical staff.

QUALIFICATIONS

Education and Experience:

- Three (3) years of progressively responsible general office work, with a minimum of one (1) year of experience directly related to the work of the class.

- OR -

- Two (2) years (ninety [90] hours) of post-secondary business, legal or office occupational training or education may be substituted for up to two years of required experience.

Knowledge of: case processing activity within the Court systems; procedures, documents and procedural law related to the conduct of legal practice in the Court Systems; legal and business correspondence, Court orders and jury activities; business English, grammar, punctuation, spelling and diction; office practices and procedures and modern office equipment; basic bookkeeping practices.

Ability to: operate commonly used office equipment and machines, , computers , scanners, copiers, calculators and; work effectively in a high pressure environment; understand and render clear explanations of legal procedures and policies; understand and execute complex written and oral instructions; apply extensive guidelines to a variety of work situations; maintain or supervise the keeping of records; exercise tact and judgment when providing assistance; compose legal correspondence; compile periodic reports; establish and maintain effective working relationships with co-workers, supervisors, and general public and employees of other departments and agencies.

SPECIAL REQUIREMENTS:

Employees assigned typing or data entry duties must possess the ability to type at a speed of 55+ words per minute.