



## FRANKLIN COUNTY JOB POSTING Legal Secretary III

<b>Open Date:</b> April 19, 2022	<b>Location:</b> Franklin County Courthouse 1106 N 4 <sup>th</sup> Ave Pasco, WA
<b>Close Date:</b> May 19, 2022	<b>Type:</b> Full-Time, Bargaining
<b>Reports to:</b> Office Administrator	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> Grade 13, Starts at \$20.37/Hour; Full Benefits Package	

### SUMMARY

The Legal Secretary III performs a variety of complex, specialized, and technical intermediate legal secretarial functions in support of the Civil, Criminal, or Child Support divisions of the Prosecuting Attorney's Office.

### ESSENTIAL FUNCTIONS OF THE JOB

- Greets and assists the public, staff, and other agencies by phone or in person by providing detailed and/or technical information within scope of knowledge and authority. Refers inquires and/or visitors to appropriate department or individual when necessary. Serves as liaison between department and program, defendants, clients, and law enforcement agencies.
- Prepares and processes a variety of legal documents, pleadings, subpoenas and other correspondence, conferring with attorneys, and preparing and editing documents for final distribution.
- Assists with the creation, development, and maintenance of systems and records including files, lists, reports, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices.
- Maintains calendar of court docket for all hearing dates.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.

### KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of laws and regulations, County policies and procedures, as well as principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment.
- General skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General skills in data entry, typing, Microsoft Office Suite, and the ability to learn and have proficient skills in the current County-wide enterprise resource planning software. General skills in Outlook, the internet for research, and the ability to learn and have expert skills in the Prosecuting Attorney's or Child Support Office's software or systems.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.

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- Ability to maintain the confidentiality of sensitive or confidential information.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to work independently take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to supervisor and staff, remaining calm during emergency situations.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental condition:
  - constantly: in an office environment.
- The noise level in the work environment is usually quiet to moderate, a typical office environment.

#### 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.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: talk or hear, and use hands, fingers to handle or feel, or operate equipment or tools, and
  - frequently: sit, stand, or walk for extended periods of time and reach with hands and arms, and
  - occasionally: stoop, kneel, crouch, or crawl.
- frequently carry or transport items up to 30 pounds.
- have the following vision abilities:
  - have close vision (from one to twenty inches).

#### QUALIFICATIONS

##### REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma, OR G.E.D.
- Two years of progressively responsible office experience in a court or legal environment, or related field.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

##### PREFERRED EDUCATION AND EXPERIENCE

- Ability to speak, read, and write Spanish
- Completion of an accredited legal assistant or paralegal program

##### LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may

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include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

- Valid driver's license if driving a vehicle for County business.

#### **OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:*

*Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.