**SAN JUAN COUNTY**

**POSITION DESCRIPTION**

**Position Title:** Legal Specialist IV

**Date:** October 3, 2007

**Reports to:** Prosecuting Attorney/

**Department:** Prosecuting Attorney

**Deputy Prosecuting Attorney**

**FLSA Status:** Nonexempt

**Positions Supervised:** None

**BASIC FUNCTION:** This is a half-time, grant-funded, child support position and half-time land use/accounts receivable position performing work under the supervision of a deputy prosecuting attorney. The employee is responsible for the coordination of complex tasks using a variety of software programs and requires excellent people and administrative skills. Communicates well with people within and outside the County. Responsible for interviewing custodial and absent parents and scheduling DNA testing in paternity cases. Must be able to deal effectively with contentious situations. Maintains DNA test samples; files, prepares and serves pleadings, assists with the budget process, processes bills and payroll. Prepares invoices for payment, and accurately tracks money received. Assists in preparation of annual budget. Works independently applying discretion and tact under strict deadlines. Maintains confidential information.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent plus four years of progressively responsible administrative/secretarial work experience and valid WA State driver’s license; or any combination of education and experience that demonstrates the ability to perform the essential functions of the position. Ability to work in both Microsoft Word and WordPerfect word processing software, databases, internet search engines and Excel spreadsheets helpful. Must have excellent verbal and written communication skills. Must be able to work independently.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

**Child Support**

*1. Independently interviews custodial parents. Based on these interviews and other information provided by the Division of Child Support (hereinafter “DCS”), independently prepares drafts of pleadings in paternity, child support modification, judicial enforcement of child support obligation, and other child support related cases using forms, practices and procedures. At the direction of the attorney, files pleadings with the court and arranges for service on the parties.

*2. Prepares letters and drafts of court documents pleadings, sending copies to parties using WordPerfect.
*3. Develops and stays current with DCS’s computerized Support Enforcement Management System (hereinafter “SEMS”) and related computer systems such as ACES (a public assistance database). Records all significant action steps taken in each child support case on SEMS. Uses SEMS and other related computer systems to look for relevant financial and address information in child support cases.

*4. Makes case files. Assists in maintaining case files. Locates case files immediately when needed for phone calls or court. Maintains case file tickler system. Accurately keeps track of all case files. Retains and destroys documents pursuant to established records retention schedule.

*5. Reviews files when returned from court for follow up and takes follow-up action as directed by attorney. Enters all follow-up events on office calendar.

**Land Use/Accounts Receivables**

*1. Provides support for deputy prosecutor. Duties include typing, proofreading for content, style and form, general clerical, filing and other matters.

*2. Applies knowledge of rules, procedures and requirements of a broad variety of court and administrative boards including San Juan County Council, San Juan County Hearing Examiner, District Court Superior Court, Court of Appeals and Supreme Court, Shoreline Hearings Board and Growth Management Hearings Board.

*3. Creates and maintains electronic and written calendars of all actions of attorney including meetings, hearings and document deadlines.

**General Administrative Support**

*1. Processes bills and payroll for the Prosecutor’s Office, prepares summaries using Excel and assists in budget preparation, and prepares reimbursements from outside agencies for receipt by treasurer.

*2. Picks up and delivers mail to any/all other departments, attorneys and to the post office. Date stamps and reviews for deadlines, logs significant events on office calendar, prepares as necessary and delivers to attorney for action. Uses discretion to determine when action needed immediately.

*3. Performs reception for phones and visitors at the Patterson Building.

*4. Performs filing, including opening, maintaining and closing files, organizes materials, prepares indexes and summaries at the direction of the attorney.

5. Responds to inquiries and requests from other departments, agencies and the public.

6. Copies documents, responds to public records requests.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to receive and understand written and oral communication and give written and oral instructions. Communicate effectively, both orally and in writing.
### EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours In Week</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / Fax</td>
<td>Up to 3 x</td>
<td>Daily Weekly Monthly</td>
</tr>
<tr>
<td>Copy machine</td>
<td>Up to 2 x</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>Up to 6 x</td>
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### WORKING CONDITIONS: Normal office situation. Requires some travel. Works under pressure of constant deadlines.