Position Title: Legal Specialist II
Reports to: Chief Civil Deputy
FLSA Status: Nonexempt

Date: September 13, 2007
Department: Sheriff’s Office
Positions Supervised: none

BASIC FUNCTION: Performs a variety of complex and diverse office, secretarial and administrative support work, independently or at the direction of Chief Civil Deputy. Provides information to county personnel as well as the general public. General clerical work includes filing, data entry and preparing civil process for service. Coordinates work with other staff within the law and justice system as well as the Treasurer’s office. This position is of a sensitive and highly confidential nature. Work’s in the capacity of Chief Civil Deputy in the absence of the supervisor.

MINIMUM QUALIFICATIONS: Requires a high school diploma or equivalent and two years of secretarial experience; or any equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position. Must be able to pass criminal history records check.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Answers non-emergency telephone lines, triages calls. Provides information to the public on service of process, concealed pistol licenses, voluntary statements by victims and numerous questions from the general public, including burn permits, vehicle accident forms, and criminal record checks.
*2. Assist the Chief Civil Deputy with preparing deposits and transmittal of department’s daily funds. Prepares, retrieves and disperses incoming and outgoing mail. Performs transactions with the public involving receipts of fees and cost associated with civil process.
*3. Processes criminal subpoenas. Receives civil process and disperses for service to the deputy’s. Maintains docket and completes returns to court as necessary.
*4. Maintains the sex offender registration including, filing, fingerprints and photographs and forwarding information to Washington State Patrol.
*5. Assists the Deputies and Corrections Officers with Administrative booking of inmates to include search duties of inmates of the same gender (i.e. searching inmates including strip search when necessary and collection of urine samples for analysis.)
*6. Processes fingerprinting of criminals as well as the general public for a variety of licenses, permits, background checks etc.
*7. Keeps criminal files, concealed pistol licenses, personnel files and general administration files current.
*8. Prepares and provides Sheriff’s Office reports for insurance companies, state victim’s assistance programs, prosecuting attorney, juvenile court and criminal defense attorneys and Public Information Requests.
9. Transcribes investigative interviews of an extremely confidential nature, types correspondence and court documents as work load dictates.

10. Maintains extensive inventory for Sheriff’s Office, Dispatch Center and Jail.

11. Assists Dispatchers with inputting arrest records and PCN into department database.

12. Works in the capacity of Chief Civil Deputy in the absence of supervisor.

13. Reports to Emergency Operations Center for administrative, dispatching and call-taking duties as assigned.

14. Performs other duties as assigned.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires various amounts of standing, sitting and walking, average hearing and vision. Must be able to receive and understand written and oral instructions or communication and to give verbal and written communications. Requires the ability to calculate math problems. Requires ability for repetitive hand and finger movements.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hour</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Daily</td>
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<tr>
<td>Vehicle</td>
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<td>x</td>
</tr>
<tr>
<td>Typewriter</td>
<td>1</td>
<td>x</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:** Office working environment with occasional field work to assist the Chief Civil Deputy. Exposure to verbal abuse and physical harm from angry or emotionally distressed individuals.