

WHITMAN COUNTY
Human Resources
WHITMAN COUNTY COURTHOUSE
COLFAX, WASHINGTON 99111

**JOB ANNOUNCEMENT
TEMPORARY JOB POOL**

POSITION: Temporary Legal Assistant

LOCATION: Whitman County

PAY RATE \$10.00 - \$15.00 per hour/No Benefits

TO APPLY: Whitman County Human Resources
402 N. Main Street, Colfax, WA 99111
(509) 397-6200

CLOSING DATE: On going process. Applications remain current for
6 months from date received.

SELECTION PROCESS: Applicants must submit a signed Whitman
County application for each position. The
applications will be reviewed and evaluated
to determine applicants invited for an
interview, as staffing is needed.

In Compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITY ACT

Legal Assistant – Temporary Pool Position

BASIC PURPOSE

Perform a variety of court, criminal, and/or legal work for supporting Prosecutor and Deputies in District and Superior Court and Child Support Cases; also to aid the VAWA Support Staff.

NATURE OF WORK

This is responsible criminal and/or civil work for the prosecutor and the provision of counsel to county officials and employees on legal matters affecting overall county and individual department policies, programs, or operations. Employees of this class will be assigned responsibility under the prosecutor for collection, organizing and analyzing factual information and documents related to specific legal services. Log and assist with the organization, preparation of files maintained within this office. Aids all deputies with investigation and research to maintain cases or establish files. Helps with the interview process of Victims and Witnesses and Parents. Composes legal notices, pleadings and other legal documents. Work requires knowledge of the legal system, requirements and procedures for legal research.

SUPERVISION EXERCISED AND RECEIVED

Supervision is not a normal responsibility of position in this class. Work is performed under the general guidance of the Prosecuting Attorney who will review work through consultations, observations of court work, and on the basis of results achieved.

ESSENTIAL JOB FUNCTIONS

Communicate with attorneys, defendants, victims and office staff using both verbal and listening skills; analyze case files facts, and evidence. Prepare documents as necessary for the resolution of the case. Perform duties with minimal supervision.

MINIMUM REQUIREMENTS

Two years' experience as a paralegal or legal assistant.

OR

Substituting, on a month for month basis, any experience, education, or training that would demonstrate the level of knowledge and ability required.