



County of Marin Legal Process Assistant II

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| SALARY | \$30.06 - \$35.57 Hourly \$2,254.50 - \$2,667.75 Biweekly \$4,884.75 - \$5,780.13 Monthly \$58,617.00 - \$69,361.50 Annually | LOCATION | San Rafael, CA |
| JOB TYPE | Full Time, Regular | REMOTE EMPLOYMENT | Flexible/Hybrid |
| JOB NUMBER | 1415-24-07 | DEPARTMENT | District Attorney's Office |
| OPENING DATE | 07/19/2024 | CLOSING DATE | 8/2/2024 11:59 PM Pacific |
| VACANCIES | 1 | WEEKLY SCHEDULE | 37.5 Hours |
| EQUAL EMPLOYMENT OPPORTUNITY (EEO) | The County of Marin is an Equal Opportunity Employer. Persons of color, women, individuals with disabilities, veterans, and adults of all ages are strongly encouraged to apply. | INDIVIDUALS WITH DISABILITIES | If you are a person with a disability and are unable to complete an online application or require an accommodation to participate in a recruitment, you must contact Human Resources at least five work days in advance of the testing step or interview. Please contact the Human Resources Staffing Division at (415) 473-2126 (CRS DIAL 711) . |

ABOUT US

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people “I work for the County of Marin.” [Discover more about us, our values and our organizational culture here.](#) Read on to find out more about this opportunity:

ABOUT THE POSITION



Within the District Attorney's Office, the Legal Process Assistant II (LPA) performs a variety of responsible legal office support duties which require knowledge of legal document processing. The LPA enters and retrieves legal data to and from case management systems used within the District Attorney's Office. They process subpoenas and police reports, pull case files and initiate telephone contact with law enforcement agencies, victims, witnesses, and other agencies. The LPA assists

in filing legal documents within the courts. The LPA receives and screens visitors and telephone calls and directs the individuals as appropriate.

Current Vacancy: There is currently one (1) full-time vacancy for a Legal Process Assistant II in the District Attorney's Office. However, candidates who meet the requirements for this position may be considered for future vacancies in departments throughout the County while this list remains active. **We encourage you to apply now if you are interested in Legal Process Assistant II assignments in any County Department.**

ABOUT YOU

Our Highly Qualified Candidate has experience working within a California District Attorney's Office, has a passion for the work, and is dedicated to the mission of a District Attorney's Office. The candidate is a self-starter, is flexible in responding to changing priorities and assignments, and ensures that work meets deadlines set by the courts and within the office. The ideal candidate is successful when working independently but also works effectively within a team. The ideal candidate has strong organizational skills and attention to detail, data entry experience including verifying, coding, editing, entering, and retrieving a high volume of legal information, and has experience working with procedures and case management systems used within a District Attorney's Office. In addition, the ideal candidate has previous experience dealing successfully with representatives from law enforcement and other agencies, as well as victims and witnesses who may be confrontational or strained.

QUALIFICATIONS

Knowledge of:

- Legal office and criminal justice system terminology, forms, documents, and procedures.
- Specified computer applications involving word processing, data entry, data base access and/or standard report generation.
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Ability to:

- Read, understand, and review for accuracy legal and court documents and extract relevant information.
- Use applicable legal office systems, terminology, forms, documents, and procedures in the course of the work.
- Apply, explain, and interpret appropriate laws, regulations, policies, and procedures.
- Learn the policies, procedures, and guidelines of the department to which assigned in a timely manner.
- Accept and account for money received and make accurate arithmetic calculations.
- Compose correspondence or documents independently or from brief instructions.
- Deal successfully with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.
- Establish and maintain effective working relationships with those encountered during performance of duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and skills listed in the [class specification](#). Typically, equivalent to graduation from high school **AND** two years of general clerical or office assistant experience **AND** one year of experience in providing office support in a court, criminal justice, investigative or legal office setting.

SPECIAL REQUIREMENTS: The selected candidate must pass a background investigation as required for employment in a law enforcement agency.

IMPORTANT INFORMATION

Hybrid schedule: The District Attorney's Office has embraced a **hybrid work schedule** that considers that some duties of this position may be performed remotely. However, the successful candidate must be able to report to County facilities for meetings, work assignments, and/or disaster service work upon short notice, as needed and deemed appropriate. During the initial probationary period, the successful candidate may be required to work primarily onsite before establishing a hybrid work schedule.

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your GovernmentJobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list. The eligible list established from this recruitment may be used to fill the current vacancy, and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active.

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Equal Employment Opportunity Employer: If you have questions regarding equal employment opportunities, please contact Roger Crawford, Equal Employment Opportunity Director, at 415-473-2095. If you have questions concerning this position announcement, please contact Colleen Beck at colleen.beck@marincounty.gov

Agency

County of Marin

Address

3501 Civic Center Drive
Room 124
San Rafael, California, 94903

Phone

415 473-2126

Website

<http://www.marincounty.org/jobs>

Legal Process Assistant II Supplemental Questionnaire

*QUESTION 1

The minimum qualifications for the position are as follows: Any combination of education and experience that would provide the knowledge and skills listed. Typically, equivalent to graduation from high school and two years of general clerical or office assistant experience and one year of experience providing office support in a court, criminal justice, investigative or legal office setting. Do you possess a high school diploma or equivalent? You must complete the education section on the employment form.

Yes

No

***QUESTION 2**

Do you have two or more years of general clerical or office assistance experience? You must reflect this experience in the work experience section of the employment application.

Yes

No

***QUESTION 3**

Do you have one or more year of experience providing office support in court, criminal justice, investigative or legal office setting? You must reflect this experience in the work experience section of the employment application.

Yes

No

***QUESTION 4**

Please describe your experience working in a District Attorney's Office. If no experience, respond N/A.

***QUESTION 5**

Please indicate any experience you have performing the duties below. Select all that apply. You must reflect this experience in the work experience section of the employment application.

- High volume, telephone reception
- Working with case management systems. You will need to list the name(s) of the system(s).
- Experience using a cloud based sharing system(s). You will need to list the name(s) of the system(s)
- Experience entering, coding, verifying, and retrieving legal information
- Working in a Child Support, Family Law practice or court environment
- Dealing with customers in situations where relations may be confrontational or strained
- Preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology for court proceedings. You will need to list the types of legal documents.
- Intermediate proficiency with MS Office Suite of programs
- Reading and interpreting documents for completeness, adequacy, accuracy and compliance with rules
- Working with sensitive or confidential information
- No experience with any of the above

* Required Question