



# Legal Processing Assistant

Class Code:  
4945

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Revision Date: Oct 1, 2012

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, to receive, to examine, to prepare, to file, to process and to maintain a variety of legal documents; to assist the public in person, over the telephone and by email; to verify, to enter and to retrieve information from automated and manual record keeping systems; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is an entry and journey-level class in the Legal Processing Assistant series. Duties include performing a variety of document processing work and data entry, providing customer service, and imaging legal documents and materials. Legal Processing Assistants may rotate through various units or divisions within court operations as needed to accommodate employee development, training, and court-wide staffing and operational needs. The Legal Processing Assistant is distinguished from the Legal Processing Specialist in that the latter performs full-range lead and training work whereas the Legal Processing Assistant performs entry and journey-level legal processing work and a variety of legal document processing assignments.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all duties listed.

1. Receives and examines legal documents to ensure that they meet legal requirements; affixes seals and stamps to endorse, certify or file documents; and makes manual or automated docket entries for all filings.
2. Assists the public in person, by phone or email; provides information to the public, and

federal, state and county agencies regarding status of legal cases; works proactively to ensure that assistance is accurate, responsive, timely and respectful.

3. Prepares document files; assigns identification codes; files a variety of legal documents and related case materials; retrieves files and information from files; searches for missing files; copies materials requested from files and sends to appropriate party; prepares and uses databases, case management systems and indices to locate materials; follows procedures for updating and/or purging files; delivers files and documents to court or appropriate party; prepares materials for mailing or microfilming; and microfilms documents.

4. Computes, receives, receipts and records payment of fines and fees; reviews, posts, adjusts and balances daily registers and journals; compiles counts and routine statistical data on operations to provide input for reports; counts, balances and checks daily cash with receipts.

5. Prepares court calendars coordinating arrangements with various departments and attorneys; prepares notices of hearings, court appearances or petitions; coordinates the flow of documents necessary for court assignments; prepares minute sheets; and enters actions from minute sheets into appropriate records.

6. Types and prepares a variety of materials such as abstracts, judgments, clerk's transcripts, declarations, notices, letters and other legal documents into finished form; and composes letters in response to request for general information.

7. Provides courtroom clerk relief to any divisions on as needed basis; and may be required or designated as relief for other positions within the court.

8. Assists in training employees on an as needed basis in coordination with the Legal Processing Specialist, Court Supervisor and/or Division Chief.

9. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Education:

Possession of an Associate of Arts or Associate of Science degree or equivalent to two years of college coursework with 60 semester units or 90 quarter units from an accredited college or university.

And

### Experience:

Equivalent to one year of full-time clerical experience.

## **KNOWLEDGE AND ABILITIES:**

**Knowledge of** modern office practices and procedures, including filing, operation of standard office equipment and Microsoft Office; basic record keeping systems; forms, records and document processing procedures; clerical and technical resources materials and information sources applicable to area of assignment.

**Ability to** understand, explain and apply written procedures or processes; operate standard office equipment, including copiers, printers and scanners; make basic arithmetic computations; accurately handle cash and make change; use a personal computer and learn a variety of software programs; establish and maintain cooperative working relationships with others; follow written and verbal instructions; and provide effective customer service.

### **ESSENTIAL FUNCTIONS:**

Note: The specific duties may vary between assignments; however, the following are considered essential job functions expected of the Legal Processing Assistant.

1. Frequent and ongoing use of a computer terminal.
2. Periodic, regular and occasional contact with employees in other court divisions, government agencies, the public with the ability to converse and to respond appropriately to inquiries and requests.
3. Work with time constraints and under pressure in some situations.

### **PHYSICAL DEMANDS:**

1. Strength, dexterity and coordination and/or ability to use a computer keyboard and to read a video display terminal on a regular basis.
2. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 25 lbs., such as files, stacks of paper, reference books and a variety of materials.
3. Standing and sitting for long periods of time is periodically required.

## **CLASSIFICATION HISTORY:**

Date established: 4/12/12

RT/rt: Revised on 5/1/12

DP/DP: Revised on 1/7/13

LB: Revised 7/31/14