



# Legal Processing Assistant

Class Code:  
4945

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Revision Date: April 15, 2024

## 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, by phone, by email, and through other electronic methods; to verify, to enter and to retrieve information from manual and electronic record keeping systems; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

The Legal Processing Assistant is the working level classification in which incumbents interact with both external and internal customers to provide services related to their assigned court business unit. Incumbents perform a variety of data entry, calendaring and document processing functions and lead others by providing training and subject matter expertise. Incumbents may be assigned to any court operational division or business unit to accommodate employee development, training and staffing needs.

The Legal Processing Assistant's job knowledge, experience and proficiency in the assigned division's activities will progressively increase as they move within the steps of the salary range as follows:

#### Journey-Level (Steps 1-3)

Incumbents at this level work under general supervision performing varied and responsible day-to-day document processing duties. Incumbents are expected to effectively perform all basic division activities and a majority of the moderate division activities of the assigned division.

#### Advanced Journey-Level (Steps 4-6)

Incumbents at this level possess progressively responsible experience to perform basic, moderate and complex document processing duties for the assigned division in addition to the day-to-day work. Additionally, incumbents may train and/or provide direction and

technical assistance to others on division activities. Incumbents in Step 6 are capable of performing the majority of the division activities.

#### Expert-Level (Step 7)

Incumbents at this level have extensive knowledge in document processing duties and are subject matter experts in their assigned division. As subject matter experts, they are capable of performing all basic, moderate and complex division activities of the assigned division. The incumbent will provide lead and technical assistance for all basic, moderate and complex division assignments, including reviewing the work of others, assisting in planning and implementing work procedures, training of staff, and other tasks requiring a broad knowledge base acquired through formal/informal training and practical experience.

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 (sufficiency of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation); returns unacceptable documents noting discrepancies and reasons for rejection; processes documents as appropriate by affixing 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 by email; provides information to the public, and to federal, state and county agencies regarding status of hearings, filings, or cases; answers inquiries and explains legal filing processes and procedures, use of court forms, and basic rules of court; explains fees and fines; assists individuals in locating material and information; ensures 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 fines, fees and other payments and deposits into court; reviews, posts, adjusts and balances daily registers and journals; compiles counts and routine statistical data on operations to provide input for reports; counts, verifies and balances money bag/drawer daily; and checks daily cash with receipts.

5. Assures jurors are available to the court as needed; reviews and evaluates questionnaires of potential jurors; notifies potential jurors of reporting dates, schedule changes and other information; evaluates and processes requests for release or deferral of jurors; conducts juror roll-call and orientation; responds to and assists potential jurors with inquiries concerning jury service; maintains records of attendance and payment of jury fees and mileage of jurors; processes, verifies and generates reports and other documentation related to juror attendance and payroll; supports and assists courtrooms with juror-related needs and activities; supports Grand Jury application and management processes; participates in Interactive Voice Response (IVR), and participates in training and testing of jury software, updates and changes.

6. Coordinates, schedules and orients court interpreters; schedules and makes arrangements for all languages and types of interpreters, including for contract interpreters; follows MOU provisions pertaining to interpreter deployment procedures; manages records and produces reports related to interpreter usage; intakes, reviews and verifies compensation, travel, contracts, and other claim forms.

7. Maintains records of exhibits; intakes, verifies and issues receipts for custody, safekeeping, release and disposal of court exhibits; stores exhibits to ensure they are secure and readily obtainable; oversees inspection of exhibits by legally authorized persons; transports or arranges for transport of exhibits to and from trial departments, appellate and other superior courts.

8. Receives, files, stamps, scans, and assigns to work queues documents pertaining to requests by defendants to determine ability to pay outstanding fines, fees and other debts owed the Court; mails notices of decision regarding ability-to-pay determinations; receives and records payments; may back up other positions having related or similar service functions.

9. Verifies, enters, retrieves, corrects and updates information in manual and electronic record keeping systems; updates filings and payments to court records; makes and updates entries, party and case information in case management systems.

10. 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.

11. 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 requests for general information.

12. Provides courtroom clerk relief on an as needed basis; and may be required or designated as relief for other positions within the court.

13. Assists in training employees on an as needed basis in coordination with training staff, Legal Processing Specialists, Court Supervisors, and/or Division Chiefs.

14. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Experience:

The equivalent of one year experience as a Legal Processing Assistant-Probationary within the Superior Court of California, County of Alameda.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of modern office practices and procedures, including filing, operation of standard office equipment and Microsoft Office; business correspondence; basic record keeping systems; forms, records and document processing procedures; legal terminology and judicial rules applicable to areas of assignment; records maintenance procedures used in court operations; clerical and technical resources, materials, and information sources applicable to area of assignment.

Ability to understand, explain and apply specific statutes, codes, laws, regulations and procedures or processes; prepare and process a variety of legal documents; maintain complex legal records and files; locate, identify, and correct technical inaccuracies; 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 by assisting people from diverse socio-economic backgrounds in various emotional states.

### 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, and 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

Revised 4/15/24