



Legal Processing Trainee (Limited Term)

Class Code:
4940

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Mar 8, 2012
Revision Date: Apr 19, 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 and over the telephone; 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 the entry-level class in the Legal Processing Assistant series. Assignments are rotated and employees must demonstrate proficiency in more than one activity, filing, data input, new filings and imaging.

This class is distinguished from the Legal Processing Assistant in that the latter performs journey-level legal processing work whereas the Legal Processing Trainee performs entry-level clerical work in operations.

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 for sufficiency of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation; returns unacceptable documents, noting discrepancies and reasons for rejection; affixes seals and stamps to endorse, to certify or to file documents.

2. Provides effective customer service and assists the public, court staff and other agencies at the counter, via the Court's website and by phone; provides procedural information regarding status of legal cases; accepts bail money; 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; and accepts routine filings.
3. Verifies, enters, retrieves, corrects and updates information in manual and/or automated record keeping systems; and makes docket entries on current and old cases.
4. Prepares document files; assigns identification codes; files a variety of legal documents and related case materials; lifts and carries a variety of legal materials and/or a box weighing up to 15 pounds; retrieves files and information from files; searches for missing files; copies materials requested from files and sends to appropriate party; prepares and uses indexes to locate materials; follows procedures for updating and/or purging files; delivers files and documents to court or appropriate party; prepares materials for mailing, scanning or imaging; and scans or images documents.
5. Compiles numerical counts and routine statistical data to provide input for reports.
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 may compose letters in response to request for general information.
7. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

An educational level equivalent to a high school diploma or G.E.D.

And

Experience:

Equivalent to one year of full-time office clerical experience in a legal, law enforcement, probation, social services, health care, banking and/or financial services.

KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices and procedures, including filing and basic record keeping systems; operation of standard office equipment and personal computers; and business English, including grammar, punctuation, spelling and general correspondence; and basic arithmetic.

Ability to understand, explain, and apply specific statutes, codes, laws, regulations and

procedures; prepare and process a variety of legal documents; maintain complex legal records and files; walk, stoop, occasionally lift and carry a variety of legal documents and/or a box of files weighing up to 15 pounds; frequent need to reach for items above and below desk level; stand and sit for long periods of time; locate, identify and correct technical inaccuracies; enter and retrieve data from the Court's automated systems via computer; follow oral and written instructions; communicate orally and in writing; plan, organize work and effectively meet Court's deadlines; work well under difficult and stressful situations; adapt to varying changes within the court system; establish a good rapport with judges, staff, attorneys, supervisors, managers and the public; and assist 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 Trainee.

- Frequent and ongoing use of a computer terminal
- 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
- Work with time constraints and under pressure in some situations

PHYSICAL DEMANDS:

- Strength, dexterity and coordination and/or ability to use a computer keyboard and to read a video display terminal on a regular basis
- Ability to listen to verbal requests from the public and court staff; and respond appropriately
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 10 lbs., such as files, stacks of paper, reference books and a variety of materials
- Standing and sitting for long periods of time is periodically required

CLASSIFICATION HISTORY:

Date established: March 8, 2012