



# Legal Processing Assistant - Probationary

Class Code:  
5014

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Sep 3, 2008  
Revision Date: Jan 1, 2019

## 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 required.

### 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 (files, data input, public counter, new filings, etc.) of the court prior to progression to the next level of Legal Processing Assistant II.

Legal Processing Assistants are distinguished from courtroom clerks in that the latter perform clerical activities exclusively within a courtroom setting. Legal Processing Assistants are distinguished from Support Assistants in that the latter perform activities related primarily to court procedures.

## 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; posts payments for citations; 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. Computes, receives, receipts and records payment of fines and fees; reviews, posts, adjusts and balances daily registers and financial records; compiles numerical counts and routine statistical data to provide input for reports; counts, balances and checks daily cash with receipts.

6. 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; assembles docket sheets; and enters actions from minute sheets into appropriate records.

7. 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.

8. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Education:

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

### And

### Experience:

Two years of full-time work experience in a business environment, including clerical duties,

providing customer service and utilizing basic computer skills. Cash handling experience is desirable.

## **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.

## **CLASSIFICATION HISTORY:**

Date established: 4/94

Dated revised: 7/96, 2/99, 9/01, 4/2/11, 9/25/19