



# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
phone: (509) 524-2600 □ Fax: (509) 524-2603



## EMPLOYMENT OPPORTUNITY

### Prosecuting Attorney's Office

**Position:** Legal Assistant I, II or III  
**Salary Range:** Legal Assistant I - \$2,889/month to \$3,872/month; DOE, DOQ  
Legal Assistant II - \$3,124/month to \$4,186/month; DOE, DOQ  
Legal Assistant III - \$3,437/month to \$4,606/month; DOE, DOQ  
**Location:** Prosecutor's Office  
**Employment Type:** Full-time (35 hours/week); FLSA Non-Exempt, Benefits Apply  
Open Until Filled

**Full Time Benefits Include:**

- County pays \$1,500.00 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members.
- Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply.
- Wellness program
- Deferred compensation plans offered • Met Life Pet Insurance may apply • Twelve paid holidays annually • Vacation accrual based on seniority • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of seven (7) hours earned per month based on a thirty-five(35) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.wawacounty.org) for detailed benefits information.

**Brief Duties and Responsibilities:** Coordinates office activities for attorneys by performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases, and maintaining court dockets and office records, and providing information and direction to others. The work requires knowledge of legal, secretarial, and office practices. The Legal Assistant I is an intermediate level performing a variety of legal secretarial and related duties. The Legal Assistant II is an experienced level position that performs a full range of legal secretarial and related duties in support of assigned Attorney(s) and the ongoing operations of the office in addition to that of the Legal Assistant I. The Legal Assistant III is an advanced level position that performs advanced legal secretarial duties in support of assigned Attorney(s) and the ongoing operations of the office in addition to that of the Legal Assistant II. Please see the job descriptions for the complete list of essential duties.

**Working Environment/Physical Abilities:** Work is normally performed in an office and courtroom setting. Must possess physical ability to sit for long periods of time, able to lift up to 20 pounds, climb and balance on step stool. There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

**Minimum Qualifications: For Legal Assistant I:** High school diploma or equivalent. Two (2) years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one (1) year equivalent to administrative support experience.

**For the Legal Assistant II:** High School Diploma or equivalent. Five (5) years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two (2) years involving legal secretarial practices equivalent to a Legal Assistant I.

**For the Legal Assistant III:** High school diploma or equivalent. Seven (7) years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two (2) years involving legal secretarial practices equivalent to a Legal Assistant II. Bilingual preferred.

**Application: Walla Walla County application, resume and cover letter required.**  
**THE SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.**

## Walla Walla County Position Description

**JOB TITLE:** Legal Assistant I

**DEPARTMENT:** Prosecuting Attorney's Office

**REPORTS TO:** Prosecuting Attorney

**PAY GRADE:** 1, Full-time (35 hours/week); Benefits Apply

**JOB SUMMARY:** The position coordinates office activities for attorneys performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases, and maintaining court dockets and office records, and providing information and direction to others. The work requires knowledge of legal, secretarial, and office practices. This is the intermediate level. The employee, in a developing capacity, performs a variety of legal secretarial and related duties while gaining knowledge and experience in legal secretarial practices, and the requirements of the work area.

### **ESSENTIAL FUNCTIONS:**

- Logs, dockets, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.
- Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance, files legal documents with proper courts.
- Prepares trial notebooks and exhibits listings for assigned attorney(s)' case presentation.
- Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.
- Establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned Attorney(s).
- If directed by the Administrative Supervisor and/or Supervising Attorney, assists in the preparation of financial reports; prepares travel vouchers, time keeping, and other personnel records.

### **EXAMPLE OF DUTIES:**

- Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, directs callers to law enforcement, victim-witness, and other resources.
- Schedules and arranges meetings and conferences and notifies interested parties; If directed by the Administrative Supervisor and/or Supervising Attorney, arranges travel for staff including scheduling transportation and making hotel reservations.
- Produces legal documents such as pleadings, briefs, opinions, complaints, ordinances, resolutions, information, summonses, administrative decisions, warrants, orders, notices, and subpoenas from verbal or written instructions, dictation, shorthand notes, rough drafts, or other materials which may be difficult to interpret and/or format. May insert and/or complete legal citations.
- May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.
- Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.

- If directed by the Administrative Supervisor and/or Supervising Attorney, sorts, opens, logs, and distributes incoming mail to staff; attaches incoming correspondence to case file and related materials needed for action.
- If directed by the Administrative Supervisor and/or Supervising Attorney, composes routine letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.
- Inputs, retrieves, updates, and deletes information using computerized databases.
- If Directed by the Administrative Supervisor and/or Supervising Attorney, determines need for and requisitions supplies, equipment, and repair and maintenance services through county channels.
- Serves and files legal papers.
- Performs related work as assigned.

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned to every duty.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including computers (PC), document scanners, postage meters, printers, faxes, phones, and copiers.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** Work is normally performed in an office and courtroom setting. Must possess physical ability to sit for long periods of time, able to lift up to 20 pounds, climb and balance on step stool. There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of office practices, procedures, machines, and equipment.
- Knowledge of correct English usage, spelling, punctuation, and legal terminology.
- Knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.
- Knowledge of the techniques of receiving callers, making appointments, giving information, and explaining instructions and guidelines.
- Knowledge of the organization and maintenance of filing systems related to the work.
- Knowledge of administrative hearing and court rules and procedures.
- Knowledge of legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.
- Knowledge of the application of instructions and guidelines to specific problems arising in the work area.
- Ability to communicate effectively both in writing and orally.
- Ability to compose correspondence and reports.
- Skilled typing ability and knowledge of personal computers, hardware, software, case management systems, and related applications and systems.
- Ability to follow complex instructions.
- Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.

- Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.
- Ability to select and apply references such as dictionaries, English usage manuals, legal references, procedures manuals, and computer guides.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Ability to perform mathematical calculations.
- Ability to transcribe documents from written, oral, or computer-generated formats.
- Ability to interpret instructions and guidelines in order to make decisions and take necessary actions.
- Ability to determine work priorities.

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough and extensive knowledge is required at the advanced level.

**EDUCATION AND EXPERIENCE:** High School Diploma or equivalent. Two (2) years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one (1) year equivalent to administrative support experience.

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a criminal background check and a driving record check. Some positions may require stenographic skills.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis. All positions are subject to the discretion of the prosecuting attorney and the description of each job is subject to change at the discretion of the prosecuting attorney. Other conditions of county employment apply to all positions.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**

**[APPLY NOW](#)**

## **Walla Walla County Position Description**

**POSITION:** Legal Assistant II

**DEPARTMENT:** Prosecuting Attorney's Office

**REPORTS TO:** Prosecuting Attorney

**PAY GRADE:** 2, Full-time (35 hours/week); benefits apply

**JOB SUMMARY:** Coordinates office activities for attorneys by performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases, and maintaining court dockets and office records, and providing information and direction to others. The work requires knowledge of legal, secretarial, and office practices. This is an experienced level position that performs a full range of legal secretarial and related duties in support of assigned Attorney(s) and the ongoing operations of the office in addition to that of the Legal Assistant I. The employee exercises judgement in making decisions where alternatives are determined by policies, procedures, and practices.

**SUPERVISORY RESPONSIBILITIES:** N/A

### **ESSENTIAL FUNCTIONS:**

- Serves as liaison between assigned Attorney(s), law enforcement, other governmental agencies, departmental personnel, and court systems; transmits privileged legal and other information among staff and authorized persons.
- Serves as liaison between the prosecuting attorney and staff or others; transmits directives, instructions, and assignments; and follows up on the status of assignments.
- Schedules assigned Attorney(s) and staff calendar of activities, including making commitments for meetings, conferences, or other engagements.
- Schedules court appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.
- Logs, dockets, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.
- Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance, files legal documents with proper courts.
- Prepares trial notebooks and exhibits listings for assigned attorney(s)' case presentation. Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.
- Establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned Attorney(s).
- Produces legal documents such as pleadings, briefs, opinions, complaints, ordinances, resolutions, information, summonses, administrative decisions, warrants, orders, notices, and subpoenas from verbal or written instructions, rough drafts, or other materials which may be difficult to interpret and/or format.

### **EXAMPLE OF DUTIES:**

- Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, directs callers to law enforcement, victim-witness, and other resources.

- Schedules and arranges meetings and conferences and notifies interested parties; If directed by the Administrative Supervisor and/or Supervising Attorney, arranges travel for staff including scheduling transportation and making hotel reservations.
- Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.
- If directed by the Administrative Supervisor and/or Supervising Attorney, sorts, opens, logs, and distributes incoming mail to staff; attaches incoming correspondence to case file and related materials needed for action.
- Composes routine letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.
- Inputs, retrieves, updates, and deletes information using computerized databases.
- If directed by the Administrative Supervisor and/or Supervising Attorney, assists in the preparation of financial reports; prepares travel vouchers, time keeping, and other personnel records.
- Serves and files legal papers.
- If directed by the Administrative Supervisor and/or Supervising Attorney, determines need for and requisitions supplies, equipment, and repair and maintenance services through county channels.
- Maintains calendars for assigned Attorney(s) to ensure no scheduling conflicts and to inform attorney(s) of court-imposed deadlines.
- Briefs supervisor on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.
- Makes recommendations for improving efficiency and economy of existing operations.
- If directed by the Administrative Supervisor and/or Supervising Attorney, maintains the legal library; researches and locates case law citations upon request.
- Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, or others.
- Procures and adapts computerized information to meet office support and management needs for record keeping and correspondence; serves as resource person to staff in utilizing system for projects, on-going information processing, and case management functions.
- If directed by the Administrative Supervisor and/or Supervising Attorney, gathers data for surveys or performs research on special subjects or projects.
- May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.
- Performs related work as assigned.

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned to every duty.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including computers (PC), document scanners, postage meters, printers, faxes, and copiers.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** Work is normally performed in an office and courtroom setting. Must possess physical ability to sit for long periods of time, able to lift up to 20 pounds, climb and balance on step stool. There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.
- Knowledge of administrative hearing and court rules and procedures.
- Knowledge of legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.
- Knowledge of correct English usage, spelling, and punctuation. Ability to compose correspondence and reports.
- Knowledge of the organization and maintenance of filing systems related to the work.
- Knowledge of the supervisor's and assigned Attorney's point of view and priorities.
- Knowledge of office organization, workflow, and procedures.
- Knowledge of content and format of legal documents.
- Knowledge of the mission of the legal division to which assigned.
- Skilled typing ability and knowledge of personal computers, hardware, software, case management systems, and related applications and systems.
- Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.
- Ability to follow complex instructions.
- Ability to communicate effectively.
- Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.
- Ability to select and apply references such as dictionaries, English usage manuals, legal references, procedures manuals, and computer guides.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Ability to perform mathematical calculations.
- Ability to transcribe documents from written, oral, or computer-generated formats.
- Ability to determine work priorities.
- Ability to abstract and present significant facts from data.
- Ability to interpret and apply complex rules, regulations, policies, and procedures.
- Ability to analyze and assess services and operations for quality efficiency and effectiveness, and to make recommendations.
- Ability to coordinate the work of other administrative support staff within the prosecutor's office.

**NOTE:** Developing knowledge is required at the Legal Assistant I level, considerable knowledge is required at the Legal Assistant II level, and thorough and extensive knowledge is required at the Legal Assistant III level.

**EDUCATION AND EXPERIENCE:** High school diploma or equivalent. Five (5) years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two (2) years involving legal secretarial practices equivalent to a Legal Assistant I.

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a criminal background check and a driving record check. Some positions may require stenographic skills.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis. All positions are subject to the discretion of the

prosecuting attorney and the description of each job is subject to change at the discretion of the prosecuting attorney. Other conditions of county employment apply to all positions.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**

**[APPLY NOW](#)**



## Walla Walla County Position Description

**POSITION:** Legal Assistant III

**DEPARTMENT:** Prosecuting Attorney's Office

**REPORTS TO:** Prosecuting Attorney

**PAY GRADE:** 3, Full-time (35 hours/week); benefits apply

**JOB SUMMARY:** Coordinates office activities for attorneys by performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases, and maintaining court dockets and office records, and providing information and direction to others. The work requires knowledge of legal, secretarial, and office practices. This is an advanced level position that performs advanced legal secretarial duties in support of assigned Attorney(s) and the ongoing operations of the office in addition to that of the Legal Assistant II. At this level, the employee has increased responsibility in such areas as interpreting the supervisor's point of view; serving as liaison to the court system, staff, and higher-level management; researching and preparing materials for administrative decisions and briefs; and participating in other advanced legal secretarial activities.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

### ESSENTIAL FUNCTIONS:

- Performs the most complex, administrative, legal secretarial activities for the prosecuting attorney and/or the chief deputy prosecuting attorney, which may be highly confidential and sensitive.
- Serves as liaison between assigned Attorney(s), law enforcement, other governmental agencies, departmental personnel, and court systems; transmits privileged legal and other information among staff and authorized persons.
- If directed by the Administrative Supervisor and/or Prosecuting Attorney, serves as liaison between the prosecuting attorney and staff or others; transmits directives, instructions, and assignments; and follows up on the status of assignments.
- If directed by the Administrative Supervisor and/or Prosecuting Attorney, schedules assigned Attorney(s) and staff calendar of activities, including making commitments for meetings, conferences, or other engagements.
- Schedules court appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.
- Logs, dockets, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.
- Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance, files legal documents with proper courts.
- Prepares trial notebooks and exhibits listings for assigned attorney(s)' case presentation. Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.
- If directed by the Administrative Supervisor and/or Supervising Attorney, establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned Attorney(s).
- Produces legal documents such as pleadings, briefs, opinions, complaints, ordinances, resolutions, information, summonses, administrative decisions, warrants, orders, notices, and subpoenas from

verbal or written instructions, dictation, shorthand notes, rough drafts, or other materials which may be difficult to interpret and/or format. May insert and/or complete legal citations.

- If directed by the Administrative Supervisor and/or Prosecuting Attorney, coordinates the administrative support activities for the office.

#### **EXAMPLE OF DUTIES:**

- Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, directs callers to law enforcement, victim-witness, and other resources.
- Schedules and arranges meetings and conferences and notifies interested parties; If directed by the Administrative Supervisor and/or Supervising Attorney, arranges travel for staff including scheduling transportation and making hotel reservations.
- Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.
- If directed by the Administrative Supervisor and/or Supervising Attorney, sorts, opens, logs, and distributes incoming mail to staff; attaches incoming correspondence to case file and related materials needed for action.
- Composes routine letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.
- Inputs, retrieves, updates, and deletes information using computerized databases.
- If directed by the Administrative Supervisor and/or Supervising Attorney, assists in the preparation of financial reports; prepares travel vouchers, time keeping, and other personnel records.
- Serves and files legal papers.
- If directed by the Administrative Supervisor and/or Supervising Attorney, determines need for and requisitions supplies, equipment, and repair and maintenance services through county channels.
- Maintains calendars for assigned Attorney(s) to ensure no scheduling conflicts and to inform attorney(s) of court-imposed deadlines.
- Briefs supervisor on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.
- Makes recommendations for improving efficiency and economy of existing operations.
- Maintains the legal library; researches and locates case law citations upon request.
- Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, or others.
- Procures and adapts computerized information to meet office support and management needs for record keeping and correspondence; serves as resource person to staff in utilizing system for projects, on-going information processing, and case management functions.
- Gathers data for surveys or performs research on special subjects or projects.
- Establishes and revises forms, procedures, formats, and standards for office correspondence, pleadings, and documents.
- May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.
- Performs related work as assigned.

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned to every duty.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including computers (PC), document scanners, postage meters, printers, faxes, and copiers.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** Work is normally performed in an office and courtroom setting. Must possess physical ability to sit for long periods of time, able to lift up to 20 pounds, climb and balance on step stool. There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.
- Knowledge of administrative hearing and court rules and procedures.
- Knowledge of legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.
- Knowledge of correct English usage, spelling, and punctuation. Ability to compose correspondence and reports.
- Knowledge of the organization and maintenance of filing systems related to the work.
- Knowledge of the supervisor's and assigned Attorney's point of view and priorities.
- Knowledge of office organization, workflow, and procedures.
- Knowledge of content and format of legal documents.
- Knowledge of the mission of the legal division to which assigned.
- Skilled typing ability and knowledge of personal computers, hardware, software, case management systems, and related applications and systems.
- Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.
- Ability to follow complex instructions.
- Ability to communicate effectively.
- Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.
- Ability to select and apply references such as dictionaries, English usage manuals, legal references, procedures manuals, and computer guides.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Ability to perform mathematical calculations.
- Ability to transcribe documents from written, oral, or computer-generated formats.
- Ability to determine work priorities.
- Ability to abstract and present significant facts from data.
- Ability to interpret and apply complex rules, regulations, policies, and procedures.
- Ability to analyze and assess services and operations for quality efficiency and effectiveness, and to make recommendations.
- Ability to coordinate the work of other administrative support staff within the prosecutor's office.

**NOTE:** Developing knowledge is required at the Legal Assistant I level, considerable knowledge is required at the Legal Assistant II level, and thorough and extensive knowledge is required at the Legal Assistant III level.

**EDUCATION AND EXPERIENCE:** High school diploma or equivalent. Seven (7) years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two (2) years involving legal secretarial practices equivalent to a Legal Assistant II. Bilingual preferred.

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a criminal background check and a driving record check. Some positions may require stenographic skills.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis. All positions are subject to the discretion of the prosecuting attorney and the description of each job is subject to change at the discretion of the prosecuting attorney. Other conditions of county employment apply to all positions.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**