

Legal Process Technician

Under supervision, to perform a wide variety of clerical activities in support of legal processes.

The Legal Process Technician encompasses entry level to the fully trained, competent level Legal Process Technician.

Essential Functions:

- Examines, processes, files, and/or records a variety of legal documents; maintains records of documents received, filed, and actions taken.
- Certifies copies of recorded documents and papers.
- Prepares and maintains legal files.
- Prepares a variety of routine legal documents, correspondence, memos, and other related written documents by typing, performing data entry or word processing.
- Prepares court calendars.
- Prepares files for court trials.
- Completes and monitors the service of subpoenas.
- Contacts law enforcement agencies regarding the filing and signing of complaints.
- Researches local, state, and federal laws and ordinances for application in legal processing.
- Assists the public and various local agencies with inquiries and searches of public records.
- Calculates and verifies totals; checks accuracy of deposits, warrants, vouchers, or claims; processes and posts transactions; collects and receipts for payments; posts cash receipts; prepares cash drawer for daily change and balances cash drawer.
- Receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
- Performs other related duties as required.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent, OR, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Knowledge of: standard office equipment and procedures; customer service principles; filing systems; basic mathematical principles.

Skill in: using a computer and related software applications, operating standard office equipment; providing customer service; basic mathematical calculations; maintaining calendars; filing; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.