



EMPLOYMENT OPPORTUNITY

MINORITIES, WOMEN AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.
AN EQUAL OPPORTUNITY EMPLOYER. APPLY ONLINE AT: WWW.MARINCOUNTY.ORG/JOBS

LEGAL PROCESS ASSISTANT II **Marin County Sheriff's Office**

RECRUITMENT CLOSING DATE

**Wednesday, December 12, 2018
at 4:00 p.m.**

SALARY

**\$4,150 to \$4,911 / Month
Recruitment #1415-18-11**

ABOUT US:

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do and they are proud to tell people "I work for the County of Marin." Read on to find out more about this opportunity.

The Marin County Sheriff's Office: The Marin County Sheriff's Office is committed to partnering with our communities to provide leadership and excellence in public safety. We take pride in our department and work hard to provide a safe environment for our residents. The department is divided into three major bureaus; Administrative and Support Services, Detention Services, and Field Services in addition to operating the countywide Major Crime Task Force. The responsibilities of the Sheriff's Office Bureaus include providing general law enforcement services in the unincorporated communities of Marin County, maintaining the county jail, providing security to the Superior Court, operating a countywide communications division, performing death investigations under the purview of the Coroner, operating a documentary services division consisting of records, warrants, civil units, and more. To learn more about the Sheriff's Office, visit our [website](#).

ABOUT THE POSITION:

Within the Marin County Sheriff's Office, Legal Process Assistants will perform a variety of legal office support duties. This position is in the Documentary Services Division and is responsible for providing County employee ID services, fingerprint services, maintaining related documents, billing and deposit records. In addition, this position provides support to other team members in the receiving, maintaining and processing of both civil and criminal legal documents for the Sheriff's Office. This position also works in partnership with other County Departments, local, state and national government agencies.

ABOUT YOU:

Our Highly Qualified Candidate: The highly qualified candidate is a team player who possesses strong customer service skills both over the phone and in person. The work is often confidential and the candidate must be able to deal successfully with the public, occasionally where relations are strained or confrontational. The candidate is well organized, detail-oriented, has reliable and accurate data entry skills and the ability to learn new software related to the Live Scan automated fingerprint systems, criminal records checks, and law enforcement automated databases. The candidate is a self-starter, is flexible in responding to changing priorities and assignments, and ensures that work meets set deadlines. The highly qualified candidate possesses excellent interpersonal skills and is successful when working both independently and within a team environment. The candidate possesses clear written and verbal communication skills, a strong work ethic, good self-time management, and excels in a fast paced, progressive environment.

We recognize your time is valuable, so please do not apply if you do not have at least the following required Minimum Qualifications: Any combination of education and experience that would provide the knowledge and skills listed in the [class specification](#). Typically, equivalent to graduation from high school, two years of general clerical or office assistant experience AND one year of experience providing office support in a court, criminal justice or legal office setting.

ABOUT THE PROCESS:

All applicants will receive email notifications regarding their status in the recruitment process. These emails will come from noreply@governmentjobs.com. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your governmentjobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active. This eligible list is expected to remain active for up to one year.

Background Process: Applicants successful in testing will be subject to a thorough and rigorous background investigation which may include, but is not limited to, a criminal records check, interviews with friends, relatives, neighbors and employers; verification of DMV records; and overall employment and education history. An applicant may be disqualified for past criminal convictions, poor driving record, providing false background information, and other reasons.

Drug Use Standards: No use of illegal drugs within the timelines described in the [Pre-Employment Drug Use Guidelines](#). Applicants successful in testing will be given a polygraph examination and/or computerized voice stress analysis and will be asked about illegal drug use.

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

HOW TO APPLY: You may apply online at www.marincounty.org/jobs

EQUAL OPPORTUNITY EMPLOYER

MARIN COUNTY HUMAN RESOURCES DEPARTMENT
3501 CIVIC CENTER DRIVE ● ROOM 415 ● SAN RAFAEL, CA 94903-4189
OFFICE PHONE (415) 473-6104 ● TTY (415) 473-5780

Paper or Faxed application documents will not be accepted.

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or (415) 473-5780 (TTY) at least 72 hours in advance of a scheduled exam. Copies of documents are available in accessible formats upon request.