



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
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**CITY OF YAKIMA CHARTER CIVIL SERVICE
AND POLICE & FIRE CIVIL SERVICE
COMMISSIONS**

November 3, 2025 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of October 6, 2025, minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 2) Consideration of Revisions to Corrections Sergeant classification (Charter)
- 3) Consideration of revisions to the Legal Assistant classifications (Charter)
 - a) Revision to 10510 Legal Assistant III classification (Retitled to add – Criminal Division)
 - b) New classification - 017-0106 Legal Assistant III – Civil Division
 - c) Revisions to 10512 Legal Assistant I and 10511 Legal Assistant II classifications
- 4) Consideration of request to suspend probation for Water Service Specialist (Charter)

OTHER BUSINESS

- 5) Public Comment
- 6) Status Report for the Fire and Police Departments
- 7) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.**

Previous Month's Meeting Available to view on YPAC via City of Yakima Website

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

JOINT MEETING – October 6, 2025

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the September 22, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of Revisions to Water/Irrigation Division Classifications (Charter)
 - a) Waterworks Device Tech 8251
 - b) Water Automated Meter Infrastructure (AMI) Crew Leader 8253
 - c) Storekeeper 8681

Water Irrigation Manager Mike Shane shared the last update to the Device Tech and the Water Automated Meter Infrastructure (AMI) Crew Leader classifications occurred in 2010. The revisions provide more detailed descriptions of the task/duties of the positions, many due to current technology and processes involved. The language in the Major Worker Characteristics has been updated to be consistent with other classification revisions approved by the Commission over the past few years. Both drafts also include more accurate position titles.

Shane added the Storekeeper was last updated 14 years ago, and like the previous classifications, the revision includes additional language in the Major Worker Characteristics to provide a more accurate description of the required knowledge, skills and abilities.

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Trevino inquired whether there were any proposed pay updates due to the changes for these classifications. Shane stated there are no proposed pay changes at this time. Korevaar added the updates to the duties are essentially adding specificity and more detail to the classifications.

Trevino **motioned** to approve revisions to Waterworks Device Tech 8251, Water Automated Meter Infrastructure (AMI) Crew Leader 8253, and Storekeeper 8681, including the title changes. Worley **seconded**. Motion approved unanimously.

2. Consideration of revisions to Airport Operations & Maintenance Manager 1212 (Charter)

Assistant City Manager Gary Ballew shared the classification was last updated in 2016 and there is a current vacancy for the position prompting this revision. Updates to the minimum qualifications include more emphasis on the regulation adherence responsibilities by adding equivalencies of more airport experience and/or certifications, in lieu of a bachelor's degree. The desired outcome of this revision is to expand the candidate pool (which has been very limited in the past) by attracting more candidates with hands-on airport management and operations experience.

Trevino **motioned** to approve revisions to Airport Operations & Maintenance Manager 1212. Worley **seconded**. Motion approved unanimously.

3. Public Comment – There was no public comment.

4. Fire and Police Department Status reports: Were reviewed and attached to the record.

The next meeting is scheduled for November 3, 2025. Items need to be submitted to the Chief Examiner by October 16, 2025.

There being no further business before the Commission, the meeting was adjourned at 3:40 PM.

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; "Show Search" Civil Service Commission; and submit dates.



Memorandum

October 22, 2025

To: Charter Civil Services Commission
Debbie Korevaar, Civil Service Chief Examiner

From: Maritza Davis, Corrections Manager
Shawn Boyle, Chief of Police

Subject: Consideration of minor revisions to the Corrections Sergeant (11720)

We are requesting your consideration of a proposed update to the Corrections Sergeant (11720) classification for the City of Yakima. The classification has not been updated since October 2010 when the Physical Demands sections were added to all City classifications. The other sections of the Corrections Sergeant classification have not been updated since November 2002.

Currently under the License/Registration/Certification section, the classification denotes the following requirement: *"Must complete the American Corrections Association correspondence course for Corrections Supervisor within the probationary period"*. This is no longer a valid requirement and should be removed. The Corrections Sergeants must successfully complete the First Level Supervision course of the Washington State Criminal Justice Training Commission, per RCW 43.101.350. This requirement is valid, and along with on-the-job training, provides adequate supervisory training for newly appointed Sergeants.

This update was prompted by the need to remove the American Corrections Association certification; however, since the Corrections Sergeant classification hasn't been updated in over 20 years, time was taken to review the classification in its entirety. The other edits are focused on better defining the position, the duties and responsibilities required, and the Major Worker Characteristics better detail the competencies (knowledge, skills and abilities) required to successfully fulfill the position. The additional language also increases consistency with other classifications updated by the commission over the past several years.

The proposed revision does not change the overall purpose, general authority, or the responsibilities of the position. No change in pay allocation is warranted or recommended.

Thank you in advance for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11720

TITLE: Corrections Sergeant
12/1011/25

Rev.

DEFINITION: —Under the limited supervision and direction of the Jail Supervisor ~~Corrections Manager, and/or Jail Administrator, a the~~ Corrections Sergeant supervises is a supervisory position which assists in the oversight and operations of the City of Yakima Jail. ~~Performs other related duties as required.~~

The position is responsible for planning, organizing, and directing the work of the Corrections Officers, and the ethical and secure detention of inmates. Corrections Sergeants assist with budgetary issues, coordinate with law enforcement agencies, court personnel, attorneys, auditors, and/or other outside entities to ensure safe and appropriate inmate detention, treatment and facilitation.

Regularly performs any/all phases work associated with the class specification for Corrections Officer. Analyzes and resolves issues, problems, and/or concerns, regarding jail operations and/or inmate care and safety. Makes decisions affecting the health and welfare of inmates and subordinate personnel.

Corrections Sergeants are responsible for delivering objective, respectful, and efficient service to offenders, the Court and other interested parties, while assuring their work adheres to all legal requirements and best practices.

DUTIES

ESSENTIAL FUNCTIONS: Supervises and assigns the tasks and activities of designated personnel in an orderly and efficient manner within guidelines established by applicable laws, regulations, policies, procedures, directives, and superiors. Guides, directs, mentors, motivates, trains and monitors the performance of subordinates; follows the progress of task assignments to satisfactory completion; completes performance evaluations in a timely, efficient and objective manner; and recommends disciplinary action as needed. May provide recommendations or input to the Corrections Manager regarding assignments, hiring, and/or promotions. Ensures compliance with all applicable laws, policies, rules, regulations, procedures, and sound corrections practice.

~~Performs all phases of work associated with the class specification for Corrections Officer. Makes decisions affecting the health and welfare of inmates.~~

~~Assigns tasks and duties to, and supervises the activities of, his or her assigned personnel in an orderly and efficient manner, within guidelines established by applicable laws, regulations, directives and superiors; guides, directs, motivates and teaches all personnel under his or her supervision; follows the progress of task assignments to a satisfactory completion.~~

~~Maintains discipline of subordinates; ensures compliance with all applicable laws, policies, regulations, procedures and sound corrections practice.~~

Schedules personnel for work assignments, days off, meal periods, training and special details to ensure fulfillment of unit and department missions and within guidelines established by superiors. **Recommends approval of leave requests.**

Reviews and audits the reports and other work of subordinates and takes corrective action when required; requires accountability of subordinates; identifies training needs and provides appropriate training; inspects personnel and equipment to ensure operational readiness. **Investigates incidents of alleged employee misconduct; conducts interviews and prepares investigative reports. Resolves grievances and minor personnel matters in a timely manner.**

Monitors and approves commitment of prisoners to jail. Ensures proper booking and timely release of inmates.

Makes regular inspections of his or her area of responsibility, noting any policy, procedural and law violations, hazards, or other conditions regarding fire, safety, and sanitation requiring attention of subordinates and/or superiors.

~~Investigates incidents of alleged employee misconduct; conducts interviews and prepares investigative reports.~~

~~Prepares performance evaluation reports on subordinate personnel for review by superiors.~~

~~Actively promotes and reinforces the goals, values and objectives of the department with citizens and subordinates; creates a positive, constructive work atmosphere; promotes harmonious working relations among subordinates and between various department units and personnel; facilitates organizational change.~~

~~Makes recommendations on appointments and transfers; resolves grievances and minor personnel matters in a timely manner; recommend approval of leave requests.~~

~~Oversees and coordinates the activities of specialized units and/or volunteer groups within his or her area of responsibility.~~

Coordinates activities of his or her personnel with the activities of other units and agencies to ensure efficiency of operation; communicates regularly with counterparts in other units and agencies; assists other units in the furtherance of department goals and objectives. Ensures equipment and supplies necessary for the operation of the detention facility are available; maintains inventory and control; recommends purchases; investigates loss or damage.

~~Ensures that equipment and supplies necessary for the operation of the detention facility are available; maintains inventory and control; recommends purchases; investigates loss or damage.~~

Prepares, reviews and maintains a variety of records and reports related to unit jail activities, inmate data and demographics, court orders, vendors, equipment, training, work schedules, attendance, medical expenditures/billing, unusual occurrences; prepares memos and correspondence on a wide variety of topics; conducts research and investigations and prepares narrative and statistical reports as required by his or her assignment or as directed by superiors. Compiles information for the Corrections Manager, Police Chief or their designees, related to jail records and management, project or program progress and other departmental activities. May need to attend and/or present at City Council or other meetings as required.

Assists with public disclosure requests and ensures all applicable laws are followed. Administers record retention and destruction program and provides for proper receipt and storage of jail records. Analyzes and evaluates the interpretation of state and federal privacy and security laws as related to records.

Assists and instructs police officers, detectives, supervisors and/or staff in technical tasks, proper processes, and/or procedures relating to jail operations, security, and administration. ~~Assists subordinates with technical tasks and procedures; p~~

Performs any/all the duties of subordinates as assigned/required; occasionally May be required to assume some of the duties and responsibilities of superiors in their absence.

Maintains current knowledge of trends, practices, laws and legal decisions affecting the detention facility and recommends necessary changes in department policy and procedure to superiors. Oversees and coordinates

the activities of specialized units and/or volunteer groups within his or her area of responsibility.

Maintains high standards of professional ethics, integrity, impartiality and any appearance of impropriety. Actively promotes and reinforces the goals, values, and objectives of the department with citizens and subordinates; creates a positive, constructive work atmosphere; promotes harmonious working relations among subordinates and between various department units and personnel; facilitates organizational change; and promotes, monitors and enhances safety through everyday behavior and practices.

Routinely transports inmates. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating City vehicles to perform required off-site duties.

Contributes to the effective administration of the Yakima City Jail, the Yakima Police Department and the City of Yakima by demonstrating an attitude that encourages cooperation, coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

May be required to testify in court

Requires regular, ~~and~~ reliable and punctual attendance.

Performs other duties as assigned/required.

MAJOR WORKER CHARACTERISTICS: ~~Personnel filling this classification must possess considerable k~~Knowledge of modern correctional trends, practices, methods and techniques, State, Federal and City laws and ordinances, **statutory and case law regulations,** and City and Ddepartment ~~P~~olicies and ~~P~~procedures.

Knowledge of best principles and techniques of supervision, leadership, organization, training, and performance evaluation; practices and principles of workflow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools;

professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to computer, fax/copy machine, telephone, etc.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to inmates, government officials, commissioned personnel, directors, managers, staff, City Council; and members of the public.

Working knowledge of budget processes, purchasing, inventory control and techniques, for effective, efficient, and cost-effective resource management. Ability to develop, present and gain acceptance for programs and budgets.

Knowledge of, and clear commitment to, the principles of 21st Century Policing and adherence to a high standard of personal and professional ethics for self and the division/department.

Ability to explain and apply laws, rules, policies, procedures and regulations pertaining to the jail; evaluate circumstances and make sound judgments and decisions in a timely manner based on training and experience.

Ability to assist with policy development, and to follow and enforce guidelines, policies and procedures related to Corrections operations and staff, in accordance with the department and the City of Yakima. Ability to understand and apply the rules of evidence.

Ability to plan, organize, and coordinate the jail and auxiliary services and activities.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of subordinate personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop, implement and/or adhere to modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a focus to provide exceptional customer service. Ability to positively receive feedback and take direction is essential.

Must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to work independently with self-direction and minimal supervision or oversight; use initiative and independent judgment within established procedural guidelines maintain sustained attention to detail and work under timeline pressures; prioritize and assign workloads; set and achieve goals; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must be innovative and flexible in approach to duties, with ability to quickly adapt to changing community, department and division needs, priorities and demands. Requires ability to perform effectively and efficiently with frequent interruptions with competing deadlines, priorities and objectives in a calm and professional manner.

Ability to operate standard office equipment including but not limited to a personal computer, utilize specialized software, and enter information into a computer system within speed and accuracy; effectively use City programs including but not limited to records management and automated information systems.

Must communicate clearly and effectively, with employees, members of the public representing diverse educational and cultural backgrounds, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must routinely and regularly maintain a high degree of confidentiality and discretion through all forms of communication.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to initiate, implement, and/or propose revisions to policies and procedures. Ability to read, research, analyze, interpret, apply and explain laws, ordinances, codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions. Ability to analyze service issues, evaluate alternatives, and make recommendations based on findings; compile technical information and review and maintain complete official records.

Ability to negotiate and present clearly and concisely complex information in both written and verbal formats. Make informative and persuasive presentations to individuals and groups, and conduct/participate in public meetings/forums.

Ability to work extended hours and/or respond to emergencies as needed to carry out the supervisory responsibilities and functions for the division.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, professionalism, positive communication, and accountability in a punctual, regular and reliable manner.

~~Possess knowledge of statutory and case law and has the ability to explain and apply laws, rules, policies, procedures and regulations pertaining to the detention facility; evaluate circumstances and make sound judgments and decisions in a timely manner based on training and experience.~~

~~Possess knowledge of supervisory principles, practices and techniques.~~

~~Possess the ability to communicate clearly and effectively, both verbally and in writing with employees, members of the public representing diverse education and background, and with officials at all levels of government.~~

~~Demonstrate the knowledge of and adherence to a high standard of ethics.~~

~~Be innovative and flexible in approach to duties, and possess ability to readily adapt to a changing community and department needs.~~

~~Possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums.~~

~~Possess tact, diplomacy and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions and beliefs.~~

PHYSICAL DEMANDS: Work is occasionally **regularly** performed in a confined environment while sitting or standing for an excessive period of time. **Frequently needs to drive to other locations to perform duties or attend meetings.** Constant use of all senses including feeling/talking/hearing/seeing while performing

duties and while communicating with inmates, co-workers, general public and completing all tasks as assigned. Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skills manipulation** while **driving and/or** performing duties. **May work outside with all weather extremes, be exposed to slippery surfaces, dirt, insects, dust, electrical hazards, bio-hazardous materials, noxious odors, fumes, chemicals, solvents, bloodborne pathogens, needles and/or other drug paraphernalia. May be exposed to property which may be soiled from crime or bug infested.** May be exposed to bio-hazardous materials, slippery surfaces, dirt, and unpleasant working conditions. Frequent kneeling/bending/crouching/ crawling/reaching/walking. Occasional heavy work includes lifting and carrying up to 100 pounds with the assistance of others or mechanical devices. Occasionally ascends/descends stairs and inclines while maintaining balance. May be required to subdue/physically restrain inmates. May work outdoors, confined spaces, alone, with others, or in noisy work area. **Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction, and** ~~Must be able to distinguish color.~~ **Must be able to** and maintain long-term and short-term memory **to: recall information and locations; effectively process incoming stimuli; and utilize previously learned information to resolve complex issues.** Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May come in contact with angry, upset, or emotionally distressed individuals. Working conditions may include rotating shift assignments, night hours, call-back on short notice, working on weekends and holidays; exposure to all of the hazards and conditions associated with the duties and responsibilities of a Corrections Officer. **May be required to carry a cell phone and respond to technological, operating and/or emergency issues outside the normal work schedule, including weekends and holidays. Requires driving and travel to a variety of locations.** Stress associated with the necessity to make decisions affecting the safety of personnel and inmates with little or no time for reflection or consultation. Overtime work caused by incidents in progress or the necessity to meet critical deadlines. Working in confined/restricted areas with inmates which may be diseased, dirty, mentally impaired or dangerous.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must have successfully completed the Basic Corrections Officers Academy of the Washington State Criminal Justice Training Commission. Must be able to successfully complete the First Level Supervision course of the Washington State Criminal Justice Training Commission. ~~Must complete the American Corrections Association correspondence course for Corrections Supervisor within the probationary period.~~

MINIMUM CLASS REQUIREMENTS: -Must be currently serving and have served for a minimum of two years as a Corrections Officer in a like size or larger city, state, county or federal adult corrections facility, with the past one and one-half consecutive years at the Yakima City Jail. Must not have had an overall unsatisfactory rating on a performance evaluation during the previous rating period, or an unsatisfactory rating in the same category in the last two rating periods. Must not have had any disciplinary action resulting in removal, suspension, demotion or discharge within the previous two years from any corrections employer. Must be qualified with his or her duty firearm. Applicants for this position must be a citizen of the United States or lawful permanent resident, able to read and write the English language, possess a high school diploma or equivalent, in good health,- and must be of good moral character.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 4/00

REVISED DATES: 11/02; 12/10; 11/25

TITLE CHANGES:

UNION: TEAMSTERS - CORRECTIONS SERGEANT

CIVIL SERVICE STATUS: CHARTER



**Office of the City Attorney
City of Yakima**

MEMORANDUM

October 28, 2025

TO: Yakima Charter Civil Service Commission
FROM: Sara Watkins, City Attorney
SUBJECT: Legal Assistant Job Description Changes

Please find enclosed with this memorandum a request that the Civil Service Commission consider and approve the following:

1. A new classification titled Legal Assistant III – Civil Division
2. An amended classification to Legal Assistant III to make it Criminal Division specific
3. An amended job description for the Legal Assistant II position
4. An amended job description for the Legal Assistant I position

The Legal Department has two divisions—the civil division and the criminal division. The two divisions have legally unique issues and job requirements. As such, at the highest level of legal assistant, Legal Assistant III, I am requesting the position be amended to provide specific job function and skills necessary for candidates that serve each division. Civil and criminal work are much different, and a Legal Assistant III should come into the office with a significant knowledge base of either civil municipal litigation work or criminal work to be able to perform the essential job functions of the respective position. Having background only in prosecution work does not provide the necessary legal skills to become a high level civil legal assistant working on federal or state civil litigation matters. Similarly, having a background only in civil litigation work does not provide the necessary legal skills to become a high level criminal legal assistant working on criminal case files, subpoenas, jury trial preparations and case management.

Further, due to decreased staffing levels in the office, there is less time available for staff to train new employees. We will of course, conduct all necessary training, but the office needs to ensure through the hiring process and job descriptions that the new employees have a high level basic skill set and knowledge specific to the division in which they are hired, on day one in the office.

This reduces the time for training and increases efficiencies in the office. As such, I am asking the position be split into division-specific positions.

I am also asking for all of the Legal Assistant positions be amended to include the requirement that a successful candidate be CJIS ACCESS approved before the hire date. CJIS ACCESS approval through the Washington State Patrol is necessary for all employees of the legal office, both staff and attorneys and both criminal and civil division, due to the sensitive nature of criminal history information that is used in the office. People who are not CJIS ACCESS approved must be supervised while in the office. As such, it is necessary for all employees to have CJIS ACCESS before their hire date.

Finally, all of the Legal Assistant positions have proposed amendments to language regarding the necessity for a Washington State Driver's License pursuant to recently adopted legislation.

Thank you for your consideration in this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10510 TITLE: Legal Assistant III - Criminal Division Rev. 4/2311/25
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DEFINITION: Under limited supervision, independently performs a variety of case management and ~~administrative~~ litigation support work involving complex paraprofessional, research and documentation supporting ~~the to civil or~~ prosecution legal support division staff members of the City Attorney's Office. Applies substantial independent judgment and discretion, makes responsible decisions, resolves unusual problems and interprets guidelines, regulations and policies. May coordinate office support and office functions within the Legal Department. Assists supervisor with various other leadership responsibilities.

DUTIES

ESSENTIAL FUNCTIONS: Performs the duties of either a Legal Assistant I or II, while applying higher level of operational knowledge and experience in drafting, formatting, and filing pleadings in municipal, district, ~~or~~ superior court or higher. Provides ongoing leadership, assistance, guidance, training, direction and support to subordinate staff members. Performs as a resource to other employees; possesses and demonstrates a high level of knowledge and skill concerning policies, procedures and techniques necessary to handle issues as they arise. Provides information and feedback to the office supervisor or City attorneys on process improvements, policy issues, and/or subordinate performance and may contribute to the performance evaluation process.

Prepares, organizes, reviews, and files a variety of legal pleadings such as trial briefs, motions and orders, judgments, notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, and subpoenas.

Organizes, drafts, prepares, types and processes a variety of legal forms and documents such as ordinances, resolutions, legislation, ~~leases, agreements, contracts, easements, legal descriptions,~~ jury instructions, memoranda, and briefs for trial and appellate advocacy; submits to attorneys for approval, revision or signature; ensures proper completion within legally mandated time frames. Is responsible for completed work being neat, orderly and professionally presented without requiring oversight. Drafts, prepares, and types correspondence and other written materials independently or from a rough draft, notes or verbal instructions. Proofreads and edits legal documents and other written materials to ensure accuracy and completeness; corrects errors and omissions.

~~Assists with a variety of complex, technical, and administrative duties for the Risk Management division; intakes, tracks and prepares contracts for attorney review;~~

~~approval, signature, and routing; administers and tracks claims against the City; performs case management for the Civil division.~~

~~Assists attorney in reviewing and redacting documents subject to public disclosure; assesses and applies exemptions from disclosure pursuant to case law and RCWs; and responds to such requests as needed; stays current with public record laws and best practices to ensure compliance; and works closely with the City Clerk's office.~~

Performs legal research to ascertain most current decisions by state and federal courts; searches for documents in the computer data base; retrieves, stores, edits, and prints documents as needed. Assists attorneys in preparation for trial or other court proceedings by contacting and preparing subpoenas for witnesses.

Maintains records and files of Municipal Court cases and appeals to Superior Court and Court of Appeals; checks for and secures records and other materials required for evidence; prepares dockets for daily court cases; works closely with Yakima Municipal Court and the Yakima Police Department notifying officers of trials and preparing subpoenas for witnesses.

Receives, screens, and answers a variety of inquiries from the public, defendants, victims, witnesses, attorneys, and staff within scope of authority, by phone or in person, regarding pending prosecution cases, claims, or litigation, and address issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.

May assist in supervising the organization and maintenance of complex and confidential departmental files and records; pulls files and makes appropriate notations regarding legal actions.

May assist in assigning, prioritizing and monitoring work. Provides training and assists in developing and implementing procedures that encourage consistency and ensure the smooth operation of the division.

May assist in coordinating the preparation of division and departmental budgets; may act as liaison with the Department of Finance and Budget. May be asked to review operational and budget reports and assist in setting priorities and scheduling reports to the City Manager and City Council. Attends department staff meetings and may attend City Council meetings and other public forums on behalf of the department at times to make presentations.

May lead, oversee and coordinate office support activities; may train and provide work direction to subordinate employees. May assist in department clerical hiring and personnel procedures to ensure compliance with established policies and procedures.

Delivers/picks-up mail or other documents as needed. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to the effectiveness of the Legal Department and City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

May perform the duties of the Legal Department Office Supervisor during absences.

May be asked to aid the Legal Assistant III – Civil Division or other legal assistants working in the civil division with tasks/duties when short-staffed or as assigned.

Requires regular, reliable, and punctual attendance.

Perform other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: applicable Federal, State and local laws, rules, regulations and processing requirements; City policies and procedures; legal terminology, forms, and procedures; Municipal, District, Superior, Federal Court, and appellate proceedings; legal research techniques, materials, methods and data compilation; procedures for filing and serving legal process; City Council rules and agenda requirements; forms and formats for documents used in municipal litigation; the Washington State Public Records retention and storage guidelines; basic knowledge of budgets and budget preparation; ~~business arithmetic; standard principles and practices of clerical accounting and bookkeeping;~~ municipal records retention procedures, and techniques.

Knowledge and practice of effective leadership practices, principles and techniques; time management and workflow practices. Demonstrates advanced knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including, but not limited to: Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management

systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: -perform complex paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter complex data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, scanner, telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed communication skills, both written and oral, with highly proficient use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow complex instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train and assist subordinate staff; demonstrate a willingness to complete a

wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

When driving as part of required job duties, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as necessary. to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office or legal environment with occasional **driving**/traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills while **driving and/or performing duties and operating computers.** Occasional heavy work includes lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May come in contact with irate, upset emotionally disturbed, or uncooperative people. Occasional extension of work-day to meet deadlines. **Require driving and/or traveling to a variety of locations for mail/document pick-up and delivery and to attend off-site meetings.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess and maintain a valid Washington State Driver's License.~~ **Must pass Criminal Justice Information Services (CJIS) background check and become CJIS ACCESS**

(A Central Computerized Enforcement Service System) approved by the Washington State Patrol before hire date. Must have the ability to become bonded as a notary public of the State of Washington. May be asked to attend remote training for specialized operations and skills.

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent AND:

Four (4) years of increasingly responsible legal paralegal, legal assistant and/or legal administrative work experience in ~~civil~~/criminal litigation, municipal law and/or in direct support of an attorney, ~~or judicial officer~~;

A Bachelor's degree in one or more of the following fields: pre-law, economics, business, political science, English, communication, sociology, or criminal justice, from an accredited college or university may substitute for one year of experience.

OR

Two (2) years of paralegal, legal assistant and/or legal administrative work experience PLUS legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related.

A Bachelor's degree in one or more of the following fields: pre-law, economics, business, political science, English, communication, sociology, or criminal justice, from an accredited college or university may substitute for the legal certification.

Previous experience in a municipal legal department or private law firm with a focus on municipal law, ~~civil~~ or criminal litigation, is preferred.

*Replaced Paralegal

FLSA STATUS: Non-exempt

ADOPTED DATE: 3/95

REVISED DATES: 7/95; 8/97; 7/98; 11/10; 8/15; 4/23; 11/25

TITLE CHANGES 8/98; 11/25

UNION: TEAMSTERS – Supervisors and Admin

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 017-0106	TITLE: Legal Assistant III - Civil Division	EST. 11/25
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DEFINITION: Under limited supervision, independently performs a variety of case management and litigation support work involving complex paraprofessional, research and documentation supporting the civil division staff members of the City Attorney's Office. Applies substantial independent judgment and discretion, makes responsible decisions, resolves unusual problems and interprets guidelines, regulations and policies. May coordinate office support and office functions within the Legal Department. Assists supervisor with various other leadership responsibilities.

DUTIES

ESSENTIAL FUNCTIONS: Performs the duties of either a Legal Assistant I or II, while applying higher level of operational knowledge and experience in drafting, formatting, and filing pleadings in municipal, district, superior court or higher. Provides ongoing leadership, assistance, guidance, training, direction and support to subordinate staff members. Performs as a resource to other employees; possesses and demonstrates a high level of knowledge and skill concerning policies, procedures and techniques necessary to handle issues as they arise. Provides information and feedback to the office supervisor or City attorneys on process improvements, policy issues, and/or subordinate performance and may contribute to the performance evaluation process.

Prepares, organizes, reviews, and files a variety of legal pleadings such as trial briefs, motions and orders, judgments, notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, and subpoenas. Prepares and finalizes discovery, both propounded and responsive. Reviews discovery requests provided by opposing party and identifies necessary information needed to obtain appropriate records. May provide assistance to attorneys during trial.

Organizes, drafts, prepares, types and processes a variety of legal forms and documents such as ordinances, resolutions, legislation, leases, agreements, contracts, easements, legal descriptions, jury instructions, memoranda, and briefs for trial and appellate advocacy; submits to attorneys for approval, revision or signature; ensures proper completion within legally mandated time frames. Is responsible for completed work being neat, orderly and professionally presented without requiring oversight. Drafts, prepares, and types correspondence and other written materials independently or from a rough draft, notes or verbal instructions. Proofreads and edits legal documents and other written materials to ensure accuracy and completeness; corrects errors and omissions.

Assists with a variety of complex, technical, and administrative duties for the Risk Management division; intakes, tracks and prepares contracts for attorney review, approval, signature, and routing; administers and tracks claims against the City; performs case management for the Civil division.

Assists attorney in reviewing and redacting documents subject to public disclosure, assesses and applies exemptions from disclosure pursuant to case law and RCWs, and responds to such requests as needed; stays current with public record laws and best practices to ensure compliance; and works closely with the City Clerk's office.

Performs legal research to ascertain most current decisions by state and federal courts; searches for documents in the computer data base; retrieves, stores, edits, and prints documents as needed. Assists attorneys in preparation for trial or other court proceedings by contacting and preparing subpoenas for witnesses.

Receives, screens, and answers a variety of inquiries from witnesses, attorneys, and staff within scope of authority, by phone or in person, regarding pending claims, or litigation, and address issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.

May assist in supervising the organization and maintenance of complex and confidential departmental files and records; pulls files and makes appropriate notations regarding legal actions.

May assist in assigning, prioritizing and monitoring work. Provides training and assists in developing and implementing procedures that encourage consistency and ensure the smooth operation of the division.

May assist in coordinating the preparation of division and departmental budgets; may act as liaison with the Department of Finance and Budget. May be asked to review operational and budget reports and assist in setting priorities and scheduling reports to the City Manager and City Council. Attends department staff meetings and may attend off-site meetings, including but not limited to City Council meetings and other public forums on behalf of the department at times to make presentations.

May lead, oversee and coordinate office support activities; may train and provide work direction to subordinate employees. May assist in departmental clerical hiring and personnel procedures to ensure compliance with established policies and procedures.

Delivers/picks-up mail or other documents as needed. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.

Contributes to the effectiveness of the Legal Department and City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

May perform the duties of the Legal Department Office Supervisor during absences.

May be asked to aid the Legal Assistant III – Criminal Division or other legal assistants working in the criminal division with tasks/duties when short-staffed or as assigned.

Requires regular, reliable, and punctual attendance.

Perform other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: applicable Federal, State and local laws, rules, regulations and processing requirements; City policies and procedures; legal terminology, forms, and procedures; Municipal, District, Superior, Federal Court, and appellate proceedings; legal research techniques, materials, methods and data compilation; procedures for filing and serving legal process; City Council rules and agenda requirements; forms and formats for documents used in municipal litigation; the Washington State Public Records retention and storage guidelines; basic knowledge of budgets and budget preparation; municipal records retention procedures, and techniques.

Knowledge and practice of effective leadership practices, principles and techniques; time management and workflow practices. Demonstrates advanced knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including, but not limited to: Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform complex paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter complex data/information into a computer system with speed and accuracy;

maintain records and prepare reports. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, scanner, telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed communication skills, both written and oral, with highly proficient use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow complex instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a supportive team member and adhere to the department's values including, but not limited to: teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

When driving as part of required job duties, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as necessary. to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office or legal environment with occasional driving/traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills while driving and/or performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May come in contact with irate, upset emotionally disturbed, or uncooperative people. Occasional extension of workday to meet deadlines. Requires driving and/or traveling to a variety of locations for mail/document pick-up and delivery and to attend off-site meetings.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must pass Criminal Justice Information Services (CJIS) background check and become CJIS ACCESS (A Central Computerized Enforcement Service System) approved by the Washington State Patrol before hire date. Must have the ability to become bonded as a notary public of the State of Washington. May be asked to attend remote training for specialized operations and skills.

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent AND:

Four (4) years of increasingly responsible legal paralegal, legal assistant and/or legal administrative work experience in civil litigation, civil municipal law and/or in direct support of an attorney.

A Bachelor's degree in one or more of the following fields: pre-law, economics, business, political science, English, communication or sociology from an accredited college or university may substitute for one year of experience.

OR

Two (2) years of paralegal, legal assistant and/or legal administrative work experience PLUS legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related.

Previous experience in a municipal legal department or private law firm with a focus on municipal law (i.e. civil municipal law, not criminal prosecution or defense) or civil litigation is preferred.

*Replaced Paralegal

FLSA STATUS: Non-exempt

ADOPTED DATE: 11/25

REVISED DATES: _____

TITLE CHANGES _____

UNION: TEAMSTERS – Supervisors and Admin

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10512

TITLE: Legal Assistant I

Rev. 4/2311/25

DEFINITION: Under general supervision, performs a variety of routine, and responsible administrative and clerical duties, providing legal support and assistance to staff members of the City Attorney's Office. Applies considerable independent judgment in making routine decisions.

DUTIES

ESSENTIAL FUNCTIONS: Receives, screens, and answers a variety of inquiries from the public, defendants, victims, witnesses, attorneys, and staff within scope of authority, by phone and in person; provides information of general or limited technical nature; routes calls and visitors; takes messages and complaints, and conveys them to appropriate staff. Updates library and reference material; maintains office supplies. Prepares, sorts, and distributes mail and faxes.

Types from rough drafts of letters, memoranda, reports, requisitions, forms, and other official documents; composes and types routine correspondence; proofreads and corrects grammar, spelling, punctuation, and other errors.

Performs data entry, and processes notices of designation, referrals, no charges filed (NCF's), disposition reports, address checks, and other clerical support duties as assigned.

Provides legal office support for the Civil and/or Prosecution Divisions; types legal pleadings; maintains operational and confidential departmental records and files, including updating litigation files; drafts reports and/or meeting agendas; prepares and scans a wide range of documents; assists legal staff including, but not limited to: attorneys, the office supervisor and other legal assistants by performing routine administrative duties; relays information in person by phone, fax, or computer; performs a variety of office support errands as necessary; serves and/or files court documents on attorneys or courts; serves as notary public when required.

Trains temporary office assistants in answering phone, filing, mail pickup and delivery or other duties as required.

Operates standard office equipment, including, but not limited to: a computer, calculator, copy/fax/scan machine, or other similar equipment in performing the duties of the position.

Routinely delivers/picks-up mail or other documents to/from off-site locations. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating City vehicles to perform required off-site duties.

Contributes to the effectiveness of the Legal Department and City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

Requires regular, reliable, and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City policies and procedures, legal terminology and formats, applicable Federal, State and local laws, rules, regulations and processing requirements; professional office practices and procedures; municipal records retention procedures, and techniques; research techniques and data compilation; and basic arithmetic.

Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including but not limited to Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including, but not limited to: computer, fax machine, copy machine, scanner, telephone etc.

Must be able to communicate professionally, clearly, and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed

communication skills, both written and oral, with appropriate use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to perform a variety of basic mathematical computations with ability to read, and understand documents and to create reports. Ability to read, research, apply and explain basic codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work with self-direction and –limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Strong analytical and organizational skills are essential. Must possess ability to adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

When driving City vehicles, as part of job functions, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as necessary. to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office and/or legal environment with ~~occasional~~ **routine driving**/traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor manipulation while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May come in contact with individuals who are irate, upset, emotionally disturbed, or uncooperative. Occasional extension of work--day to meet deadlines. **Requires routinely driving and/or traveling to a variety of locations for mail/document pick-up and delivery and to attend off-site meetings.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess and maintain a valid Washington State Driver's License.~~ **Must pass Criminal Justice Information Services (CJIS) background check and become CJIS ACCESS (A Central Computerized Enforcement Service System) approved by the Washington State Patrol before hire date.** May require the ability to become bonded as a Notary Public for the State of Washington.

MINIMUM CLASS REQUIREMENTS: High School diploma or equivalent AND

One (1) year of legal assistant experience in civil/criminal litigation, municipal law, and/or in direct support of an attorney or judicial officer;

OR

Legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related.

OR

Two (2) years of professional clerical support experience;

OR

Bachelor's degree from an accredited college or university.

*Replaces Department Assistant II - 1998

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 7/98; 11/10; 4/23; 11/25

TITLE CHANGES: 7/98

UNION: TEAMSTERS- Supervisors and Admin.-

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 10511

TITLE: Legal Assistant II

Rev. 4/2311/25

DEFINITION: Under limited supervision, performs moderately complex civil or prosecution legal support to staff members of the City Attorney's Office. Applies independent judgment in making sound decisions; evaluating and resolving problems; and interpreting rules, laws, guidelines and regulations to complete the work.

DUTIES

ESSENTIAL FUNCTIONS: Routinely perform the duties of a Legal Assistant I and must possess a moderately higher level of operational knowledge and experience in formatting and filing pleadings in municipal or superior court or higher.

Prepares, organizes, reviews, and files a variety of legal pleadings such as trial briefs, motions and orders, judgments, notices of appearance, answers to summons and complaints, depositions, affidavits, interrogatories, and subpoenas.

Maintains records and files of Municipal Court cases and appeals to Superior Court; checks for and secures records and other materials required for evidence; prepares dockets for daily court cases; works closely with Yakima Municipal Court and the Yakima Police Department notifying officers of trials and preparing subpoenas for witnesses.

Receives, screens, and answers a variety of inquiries from the public, defendants, victims, witnesses, attorneys, and staff within scope of authority, by phone or in person, regarding pending prosecution cases, claims, or litigation, and address issues that do not require attorney attention; explains policies and regulations; refers to other offices and agencies as appropriate.

Organizes, drafts, prepares, types and processes a variety of legal forms and documents such as ordinances, resolutions, legislation, leases, agreements, contracts, easements, legal descriptions, jury instructions, memoranda, and briefs for trial and appellate advocacy; submits to attorneys for approval, revision or signature; ensures proper completion within legally mandated time frames. Responsible for completed work being neat, orderly and professionally presented without requiring oversight. Drafts, prepares, and types correspondence and other written materials independently or from a rough draft, notes or verbal instructions. Proofreads and edits legal documents and other written materials to ensure accuracy and completeness; corrects errors and omissions.

Routinely delivers/picks-up mail or other documents to/from off-site locations. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating City vehicles to perform required off-site duties.

Contributes to the effectiveness of the Legal Department and City government by demonstrating and fostering an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide exceptional customer service to internal and external customers.

Requires regular, reliable, and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: Municipal and Superior Court systems, City policies and procedures, legal terminology and formats, applicable Federal, State and local laws, rules, regulations and processing requirements; legal office practices and procedures; municipal records retention procedures, and techniques; research techniques and data compilation; business arithmetic; standard principles and practices of clerical accounting and bookkeeping.

Knowledge and practice of effective leadership practices, principles and techniques; time management and work flow practices. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including, but not limited to: Judges; court personnel; attorneys; victims; pro se litigants, managers, staff, City Council, government officials, and members of the public.

Strong working knowledge of: professional office practices, procedures and equipment, including, but not limited to: computers; electronic case management systems, records and databases; spreadsheets; industry applications; Microsoft Office Suite; and Outlook.

Ability to: perform moderately complex paraprofessional duties in support of attorneys; draft, process, and prepare a wide variety of legal documents; efficiently and effectively enter moderately complex data/information into a computer system with speed and accuracy; maintain records and prepare reports. Ability to operate standard office equipment including but not limited to: computer, fax/scan/copy machine, telephone etc.

Must be able to professionally communicate clearly and effectively, with a wide variety of people, including, but not limited to: other employees, legal representatives, and members of the public representing diverse education and backgrounds; as well as officials at all levels of government; utilizing well-developed communication skills, both written and oral, with highly proficient use of business English, including, but not limited to: preparation and formatting of legal forms and documents; correct grammar; vocabulary; letter composition; editing; spelling; and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals; handle sensitive material with a calm, professional, friendly and patient demeanor; and to understand and follow complex instructions.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under legally mandated timeline pressures; prioritize workload; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train and assist subordinate staff; demonstrate a willingness to complete a wide variety of tasks as needed with minimal direction or oversight. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a supportive team member and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

When driving as part of the job functions, City vehicles, must be able to drive legally with precision, speed and safety. Ability to consistently work

safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours as necessary. to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed primarily in an office or legal environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. **Routine driving/traveling to different locations.** Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor manipulation while **driving and/or** performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May come in contact with individuals who are irate, upset, emotionally disturbed, or uncooperative. Occasional extension of work day to meet deadlines. **May requires routinely driving and/or traveling to a variety of locations for mail/document pick-up and delivery and to attend off-site meetings.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess and maintain a valid Washington State Driver's License.~~ **Must pass Criminal Justice Information Services (CJIS) background check and become CJIS ACCESS (A Central Computerized Enforcement Service System) approved by the Washington State Patrol before hire date.** Must have the ability to become bonded as a notary public of the State of Washington.

MINIMUM CLASS REQUIREMENTS: High School diploma or equivalent AND:

Two (2) years of paralegal and/or legal assistant experience in civil/criminal litigation, municipal law, and/or in direct support of an attorney or judicial officer;

OR

One (1) year of paralegal, legal assistant and/or legal administrative support experience PLUS legal certification(s) to include: Professional Legal Assistant (PLS); Legal Studies; Accredited Legal Professional (ALP); Certified Paralegal; or directly related;

OR

Bachelor's degree from an accredited college or university PLUS one (1) year professional clerical support experience.

*Replaces Legal Assistant - 1998

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 9/86; 4/89; 11/96; 7/98; 11/10; 4/23; 11/25

TITLE CHANGES: 7/98

UNION: TEAMSTERS – Supervisors and Admin

CIVIL SERVICE STATUS: CHARTER



CITY OF YAKIMA
UTILITY SERVICES DIVISION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6080 Fax (509) 576-6649

MEMORANDUM

DATE: October 29, 2025
TO: Charter Civil Service Commission
CC: Debbie Korevaar, Chief Examiner
Vanessa Sanchez, Utility Services Supervisor
FROM: Anabel Chavez, Utility Services Manager
Craig Warner, Director of Finance and Budget
SUBJECT: Request to suspend the probationary period for a probationary employee

A probationary employee was hired as a Water Service Specialist on 09/02/2025. This position is under the AFSCME Municipal bargaining unit contract and is subject to a one-year probationary period.

On October 23, 2025, the employee was put into a leave without pay status for medical reasons, and at this time is expected to be out excess of 30 days.

In order to allow appropriate evaluation time, we respectfully request a temporary suspension of the probationary period beginning October 23, 2025, until the employee returns to full duty. The probation period will then resume, to include time equivalent to the time taken for the leave.

The employee will retain credit for the probationary time already accrued prior to the medical leave.

Thank you for your consideration.

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

October 21, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: October 2025 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires - permanent or temporary appointments:**
(none)
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
(none)
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**
(none)
5. **Separation from service, and reason (e.g.: termination, medical separation, resignation, retirement or death):**
(none)

***"The Yakima Fire Department is dedicated to providing
quality public safety services to our community."***



Memorandum

October 23, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: October 2025 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Ethan Garcia	Corrections Officer	10/01/2025
Carmel Mackenzie Acob	Police Services Specialist I	10/13/2025
Skylar Deffinbaugh	Police Officer (Lateral)	10/14/2025

2. Promotional or Provisional/Acting appointments: None.

3. Failure(s) to pass probation: None.

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:

Police Officer	Verbal reprimand; Performance improvement plan.
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5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death): None.