

DEPUTY PROSECUTING ATTORNEY, SENIOR

JOB PURPOSE AND SUMMARY

To provide a wide range of professional legal services for the County including the most complex criminal, civil, and juvenile cases; to serve as a criminal or civil prosecutor in litigation; to lead and assist less experienced prosecuting attorney staff; and to provide highly complex staff assistance to the Prosecuting Attorney's Office and to the assigned Chief Deputy Attorney.

CLASSIFICATION DISTINCTIONS

This is the advanced journey level class in the Deputy Prosecuting Attorney series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including case management, complex litigation, and lead supervision of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include, but are not limited to the following:

- Prosecute major felony, criminal code, and highly complex civil cases; analyze police investigations and accusations; interview and prepare witnesses for proceedings; review evidence for completeness and accuracy; prepare briefs and oral arguments.
- Represent the State in court; examine witnesses and present evidence; determine sentencing range; review expert evaluation reports; discuss sentencing possibilities with victims and law enforcement agencies.
- Evaluate benefit or need of a trial versus a guilty plea; determine if charge should be filed or if further investigation should be conducted; refer appropriate cases to County Diversion Program for screening.
- Determine the advisability of settlement of complex civil litigation; recommend amounts of settlement; advise the Board of County Commissioners as to status of civil litigation.
- Provide direction and guidance to lower level prosecuting staff including assigning cases, monitoring the progress of the case, providing legal expertise and reviewing cases.
- Recommend changes to County policies and procedures; assist departments in formulating and implementing policy on a County-wide basis; negotiate solutions to problems with

various county, state and municipal agencies regarding the criminal justice system and County procedures.

- Train Deputy Prosecuting Attorney's in specialized fields; instruct County departments regarding all aspects of criminal justice, civil litigation, or other legal matters affecting those departments.
- Commence and pursue collection of restitution judgments; prosecute violations of community supervision or probation orders; file actions to forfeit bail when bail bond is violated.
- Provide legal assistance to other County and governmental attorneys as requested; speak at community organizations about the criminal justice system.
- Prevent and minimize legal exposure by providing legal advice to County officers and employees in law enforcement related matters.
- Assist in the preparation and review of inspection and search warrants.
- Perform complex legal research and prepare written and oral opinions on various legal problems.
- Respond to citizen inquiries and resolve difficult and sensitive complaints.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training:

- Six years of responsible experience in a law office as a practicing civil or criminal attorney.
- Equivalent to a Juris Doctorate from an accredited law school.

License or Certificate:

- Membership in the State Bar of Washington

Knowledge of...Established precedents and sources of legal reference applicable to prosecuting activities; ordinances, statutes, and court decisions relating to complex civil and criminal prosecution; judicial procedure and rules of evidence; methods of legal research; pertinent federal, state and local laws, codes and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles of supervision, training and performance evaluation.

Ability to...Provide complex administrative and professional staff assistance to the Prosecuting Attorney's Office; provide guidance to staff in the implementation of prosecuting attorney goals, objectives and practices; represent the County in a variety of complex criminal prosecution proceedings; analyze, appraise, organize and present facts, evidence, and precedents in a clear and logical manner; analyze and prepare a wide variety of highly complex legal documents; conduct research on legal problems and prepare sound legal opinions; research, analyze, evaluate and recommend new program techniques, methods and procedures; interpret and apply legal principles and procedures; prepare and present the most complex and difficult cases in court; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public and media representatives.

Office use: 6/20/00