

TITLE: CHIEF DEPUTY PROSECUTING ATTORNEY**Summary**

Carry out broad based civil or limited criminal legal assignments under the direction of the Prosecuting Attorney. Prosecute or defend assigned civil or limited criminal actions in which the County may be a party. Represent the County at certain specific boards and commissions. Accomplish legal research as required and provide legal counsel to elected and appointed officials and employees.

Scope of Responsibility

The individual assigned this classification works within a latitude set by the Prosecuting Attorney to allow for independent decision making in day-to-day prosecution or defense of civil and limited criminal cases to which the County is responsible and for exercising his or her professional judgment in the development and conduct of such cases or actions. Responsible for exercising professional judgment in drafting legal opinions, legal instruments, civil and certain criminal pleadings. Work assignments require the use of sound judgment in making decisions, with final authority resting with the Prosecuting Attorney. Supervise overall function of the office in absence of the Prosecuting Attorney and Deputy Prosecuting Attorneys assigned to civil division and/or legal interns and engage in research and preparation of legal opinions on questions presented to the Prosecuting Attorney's Office by the Board of County Commissioners and the various County departments. Represent the County at community group meetings as directed by the Prosecuting Attorney.

Typical Duties

Prepare legal opinions; screen reports on potential civil or limited criminal cases to determine legal sufficiency to support a criminal charge or civil action. Evaluate information, case reports, law enforcement agency information and take action.

Direct or draft, prepare and file legal documents necessary to prosecute or defend civil and limited criminal actions. Schedule assigned cases before District or Superior Courts as applicable.

Prepare cases for trial. Assure thorough investigation and organization of facts and information. Handle pretrial hearings such as arraignments, motions to suppress, competency and related matters, as applicable; coordinate with cognizant law enforcement agencies as required.

Present and conduct courtroom proceedings necessary to effectively try or defend assigned cases. Determine strategy including organization, timing and order of evidence presentation, appearance of witnesses and related factors. Assure Prosecuting Attorney is informed of case progress and direction.

Plan, organize, evaluate and direct the work activities of assigned employees of lower classification.

Develop and implement methods and practices to improve the workflow of assigned functions and to assure safety and security with the department. Assure that all work performed is in conformance with applicable statutes, policies and regulations.

Draft, prepare and review contracts, agreements, deeds, ordinances and resolutions.

OKANOGAN COUNTY JOB DESCRIPTION
CHIEF DEPUTY PROSECUTING ATTORNEY

Provide legal counsel to elected and appointed officials and employees on full range of issues affecting local government. Advise law enforcement after hours as duty prosecutor in regard to arrests, searches, warrants, etc.

Assist elected official in the development and implementation of budgets, short-term and long-range planning, goals and objectives.

Assure the accuracy of work performed in assigned sections of the department by monitoring the work of assigned personnel in their various areas of responsibility.

Assume the duties and responsibilities of the Prosecuting Attorney in his or her absence and as assigned.

Assure the prompt investigation of citizen questions and/or complaints regarding the various functions of the department. Personally initiate actions to resolve complex problems.

Perform additional duties as described in the attached "Regular Management Responsibilities."

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

Requires graduation from a law school accredited by the American Bar Association plus possession of a license to practice law in the State of Washington. Requires a minimum of five years progressively responsible experience in municipal law. Requires a thorough knowledge of criminal and civil law and related Washington statutes and cases. Requires knowledge of County and local government ordinances, policies and all other applicable regulations and how they interrelate to the authority and legal functions of County government. Requires the ability to communicate clearly and concisely, orally and in writing. Requires the ability to establish and maintain effective working relationships with subordinates, officials and employees of other departments and agencies and the general public.

Special Requirements

Possession of valid Washington State Driver's license; ability to maintain current First Aid, CPR and Defensive Driving Certifications. Ability to satisfactorily pass a comprehensive, in-depth background investigation which shows no criminal activity which could directly impact ability to perform the job.

Individuals assigned to this classification work in the capacity of an "at-will" employee and may be terminated without or without cause, at the discretion of the County Prosecutor.

OKANOGAN COUNTY JOB DESCRIPTION
CHIEF DEPUTY PROSECUTING ATTORNEY

Essential Functions

Five years progressively responsible experience in municipal law
Knowledge of criminal and civil law, related Washington statutes and cases
Knowledge of County and local government ordinances, policies and applicable regulations and how they interrelate to authority and legal functions of the County
Ability to communicate clearly and concisely, orally and in writing
Ability to establish and maintain effective working relationships
Demonstrated management and supervisory experience

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Physical Demands and Environment

The working environment for Chief Deputy Prosecuting Attorney is primarily in an office setting; however, individual will be expected to travel and work off-site, including serving as an on-call employee. The duties require sitting, standing, walking on all types of terrain, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting, requires a sense of touch, finger dexterity, ability to grip with fingers and hands, and to lift and carry up to 50 pounds. Requires working alone; ability to operate a passenger vehicle, ability to hear voice conversations; far, side, color vision with depth perception.