

TITLE: DEPUTY PROSECUTING ATTORNEY I**Summary**

Carry out criminal and civil legal assignments under direction of the Prosecuting Attorney. Prosecute or defend assigned criminal and civil actions with emphasis in assigned area. Accomplish legal research as required. Provide legal counsel to elected and appointed officials, employees and law enforcement.

Scope of Responsibility

Individuals assigned to this classification work within a latitude set by the Prosecuting Attorney to allow for independent decision making day-to-day prosecution or defense of criminal or civil cases and is responsible for exercising his or her professional judgment in the development and conduct of such cases or action. Responsible for exercising professional judgment in drafting legal opinions, legal instruments, criminal and civil pleadings. Work assignments require the use of sound judgment in making decisions, with final authority resting with the Prosecuting Attorney. Engage in research and preparation of legal opinions on cases. Represent the County at community group meetings as directed by the Prosecuting Attorney.

Typical Duties

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

Direct or draft, prepare and file legal documents necessary to prosecute or defend criminal and civil 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 civil motions, 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.

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

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.

Perform coroners duties consisting of taking calls in office as well as being on-call after office hours to determine the need for autopsy and ultimate disposition of the body.

Perform duties involving involuntary commitments of mentally ill persons.

Serve as a member/liaison on various committees as assigned.

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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 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. Desirable that the individual have approximately six months of courtroom experience. 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 a valid Washington State Driver's License. Ability to maintain CPR, First Aid and Defensive Driving certifications. Ability to be on-call at all hours. Ability to withstand an extensive personal and professional history investigation.

Note: Employees assigned to this classification are designated to render first aid assistance and handling of evidence in the regular course of their work. Classification is designated as a high exposure classification as defined under the Occupational Health & Safety Act and Washington Administrative Code governing Washington Industrial Health & Safety Act for Bloodborne Pathogens protocols.

Essential Functions

Licensed to practice law in the State of Washington
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 inter-relate 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
Ability to work independently and to use tact and sound judgment

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 Deputy Prosecuting Attorney is primarily in an office/court setting; however, individual will be expected to travel and work off-site, including serving as an on-call employee or deputy coroner. The duties require sitting, standing, walking on all types of terrain, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching,

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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, to hear voice conversations; have far, side, color vision with depth perception. Requires wearing of rubber or plastic gloves.