

FRANKLIN COUNTY POSITION DESCRIPTION SENIOR DEPUTY PROSECUTING ATTORNEY

MAY 2017

POSITION TITLE: Senior Deputy Prosecuting Attorney

DEPARTMENT: Prosecuting Attorney

REPORTS TO: Chief Deputy Prosecuting Attorney

SALARY/CLASSIFICATION: Grade 21, Non-Bargaining, Exempt

SUMMARY:

Plans, organizes, performs and coordinates the prosecution of criminal or civil cases for the County. Prepares and tries the more complex felony and/or civil cases and assists in the prosecution of the most complex felony and civil cases. Provides advice to County officials. Provides training and lead direction to less experienced deputy prosecuting attorneys.

ESSENTIAL JOB DUTIES:

- Coordinates assigned criminal/ civil activities to achieve goals with budgeted funds and available personnel; plans and organizes workloads, monitors progress, makes changes as needed to meet section goals and demands.
- Plans, prepares, and/or coordinates and oversees the preparation of major felony or civil cases; researches legal issues and conducts or oversees thorough investigation of facts and information; reviews and drafts, or directs the preparation of legal documents. Organizes case for courtroom presentation and conducts the prosecution of case.
- Provides legal advice and assistance to all County departments, boards, elected officials, and agencies. Reviews and drafts contracts, correspondence, and resolutions. Coordinates assigned civil functions with other department and agencies.
- Carries an appellate case load of cases he/ she has prosecuted to conviction along with other assigned more complex appeals cases; conducts research, prepares brief and presents argument before the Court of Appeals and Supreme Court; assists other deputies in the preparation and processing of appeals.
- Remains current on new laws, regulations, and procedures and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements. Provides legal advice and representations to County departments and elected officials.
- Develops, recommends, and implements approved policy and procedures to assure efficient and effective operations in compliance with department goals and objectives and legal requirements.
- Provides lead direction and guidance to staff; assists deputy attorneys in defining issues, providing advice, developing case strategy; provides training and motivation to make full use of individual capabilities.

- Answers questions and provides information to the public, victims, witnesses and others regarding complex and technical legal principles, the court process, and other related matters.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of criminal and civil law and related local statutes, ordinances, case law, and procedures.
- Thorough knowledge of the duties and responsibilities of the Prosecuting Attorney's Office.
- Thorough knowledge of the principles, methods, and practices of legal research and investigation.
- Thorough knowledge of judicial procedure, search and seizure law, and rules of evidence.
- Knowledge of modern principles and practices of supervision.
- Skill in analyzing complex legal problems and applying legal principles.
- Skill in conducting legal research, analysis, and investigation of complex or sensitive criminal and civil cases.
- Skill in planning case strategies, preparing, presenting, and conducting criminal and civil cases in court.
- Ability to interpret and explain codes, statutes, ordinances, and procedures.
- Ability to manage complex caseloads and maintain appropriate records, logs, and case files.
- Ability to plan, lead, monitor and evaluate the work of other employees.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the general public.
- Ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

Juris Doctor Degree and five years criminal and/or civil case preparation and trial experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

- Eligibility for coverage under the County's insurance carrier based on successful completion of a criminal history background check.
- Valid Washington State Driver's License.
- Member, in good standing, with the Washington State Bar.

WORKING CONDITIONS:

Work is primarily performed in the office or courtroom, but also requires traveling to meetings.

DISCLAIMER:

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.