

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

**Job Title:** Chief Civil Prosecuting Attorney

**FLSA:** Exempt

**Department:** Prosecuting Attorney's Office

**Union Affiliated:** No

**Reports to:** Prosecuting Attorney

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### **General Position Summary:**

Oversee the activities surrounding the charging, preparation, depositions, research, trial, and disposition of civil cases in the Prosecuting Attorney's Office. Supervise and train civil division deputies. Prosecute and conduct all the activities of major civil cases. Assist the Prosecuting Attorney (PA) in developing, implementing and supporting the civil justice policies and practices of the Prosecuting Attorney's Office. Perform legal counseling duties regarding civil and contract matters to County departments.

### **Essential Duties and Responsibilities:**

1. Administer the Civil Division. Try all major civil cases.
2. Assist all Deputy Prosecutors in all civil case preparation, identifying problems, and counseling on methods and tactics.
3. Attends to intra-department employee grievances and concerns, including addressing problems or situations between employees, and between employees and outside personnel or general public.
4. Oversee case schedules, and reassign cases as needed.
5. Writes briefs and provides regular concise reports to the PA on all civil cases that come to the office or under investigation. Reports to the PA on all the office related activities, personnel matters, and potential media related issues. Discuss with PA alternatives and methods in which to handle them.
6. Meet with PA to present recommendations on appeals' strategies or whether to appeal cases. Full supervision of civil appeal cases. Tries civil cases.
7. Supervise the Civil Division office staff. Develop, implement and oversee work policies and practices, and work flow.
8. Represent the Office in its relations with other justice agencies and outside agencies.
9. Provide on-call legal counsel to County departments on civil and contractual matters, as well as other justice system agencies. Reviews County resolutions and ordinances.
10. Represent the Office on committees, task forces, and other groups.
11. Address and respond to sensitive or difficult citizen inquiries.
12. Represent the Office to local community groups and/or media speaking on behalf of the PA on issues related to the Civil Division.
13. Stay current with new trends, laws and other developments in the civil legal field.

### **Other Duties:**

1. Other duties or projects as assigned by the PA.
2. May be required to attend local/state conferences/meetings on behalf of the Prosecuting Attorney's Office.

### **Minimum Qualifications:**

1. Law Degree from a reputable/accredited college or university.
2. Admission to and membership in good standing of Washington State Bar Association.
3. Experience in a supervisory position in law and/or justice field.
4. Experience with public and media contacts representing the employer.
5. Five years of civil experience.

### **Required Skills and Abilities:**

1. Develop short and long term planning. Evaluate accomplishment of set goals.
2. Be a change agent and foster innovative solutions. Project/case management skills and abilities.
3. Exercise modern supervisory practices, team building and motivational skills.
4. Ability to effectively present information and recommendations in oral and written form and at a professional level.
5. Work effectively in a demanding and political environment.
6. Excellent interpersonal skills. Able to establish and maintain effective working relations with other department heads and managers, elected officials, administrative staff, employees, other government agencies, business contacts for the County, and the general public.
7. Leadership and strong communication skills in order to train and motivate employees and management into the safety and risk prevention goals and desired practices for the county. Strong public speaking skills in front of audience.
8. Able to handle the stress of high workload and deadlines, exposure to sensitive or unpleasant information/evidence.
9. Maintain leadership and exercise self-restraint and composure during stressing and demanding situations.
10. Excellent research skills. Able to analyze data and arrive to conclusions; then develop a strategic plan of action.

### **Equipment or Tools:**

1. Experience with the use of personal computers, including Internet resources and commonly used office software.
2. Experience and familiarity with standard and commonly used office equipment and modern business administrative tools.
3. Able and willing to drive personal or county vehicle for work related county functions and training.

### **Job Scope:**

#### Level of Supervision Received:

This position works under minimal supervision. Work may be verified during conferences, status reports, and outcome results. Will consult regarding unusual or out-of-scope matters.

#### Level of Supervisory Responsibilities:

This position has full supervisory responsibilities and duties, but will keep the PA updated on all personnel issues during regular reports/meetings.

#### Contact/Communication with others:

Requires extensive oral and written communications, both formal and informal. Requires expertise in courtroom protocol, professional writing skills, and legal written form/standards. Requires the ability to research, analyze, interpret law, and apply it to case matters and advise. Ability to effectively communicate and present ideas/position. Requires exercise of discretion and good judgement at all times.

#### Decision Making Capacities:

Work is performed with considerable latitude for independent judgement, decision making and action within the scope of the essential duties of the position. Will consult with PA regarding unusual or out-of-scope matters.

### **Working Conditions:**

1. May require work hours in excess of 8 hours per day or 5 days per week.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Observe and abide by, all County and department policies, goals, and objectives.
4. Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
5. Tolerate prolonged computer related exposure. Ability to seat at a workstation for long periods of time.

<b>Physical Requirements</b>	<b>N/A</b>	<b>Rarely ( 1-12%)</b>	<b>Occasionally ( 13-33%)</b>	<b>Frequently ( 34-66%)</b>	<b>Regularly ( 67-100%)</b>
Standing				X	
Walking				X	
Climbing		X			
Sitting				X	
Stooping / Kneeling		X			
Lift/Carry up to 15 lbs.					X
Lift/Carry up to 30 lbs.			X		
Lift/Carry up to 50 lbs.	X				
Push/Pull up to 25 lbs. of exertion		X			
Push/Pull up to 50 lbs. of exertion	X				
Work below waist level		X			
Work at waist to shoulder level					X
Work above shoulder level		X			
Reach further than arm's length			X		
Fingering				X	
Grasping / Holding				X	
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)				X	
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances	X				

March 2007

Last Revision \_\_\_\_\_  
 Department Head

Incumbent \_\_\_\_\_

Date \_\_\_\_\_