

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: Deputy Prosecuting Attorney - Child Support Division **FLSA:** Exempt

Department: Prosecuting Attorney's Office **Union Affiliated:** No

Reports to: Prosecuting Attorney
and Chief Civil Deputy Prosecuting Attorney

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General Position Summary:

This is a Deputy Prosecuting Attorney (DPA) position under the elected Prosecuting Attorney. The summary for this opening would provide professional legal services for the County on primarily child support cases representing the interests of the Division of Child Support for the State of Washington. Assist the Prosecuting Attorney's Office (PAO) on other legal matters and services to support the office and the services it provides. More experienced DPAs are involved with the more complex cases and serve in litigation or assist the Chief Civil Deputy Prosecuting Attorney with such cases; also may assist less experienced PAO attorneys.

Essential Duties and Responsibilities (for child support functions within the office):

1. Ensures that case files that are docketed for court are prepared for the court hearing by reviewing the appropriate documents and case information within established timeframes.
2. Calculates arrearages and other financial adjustments.
3. Conducts interviews with custodial and non-custodial parents as needed.
4. Prepares and presents cases, and the necessary legal and/or administrative documents for presentation in court.
5. Accesses a confidential State system data, including state system(s) that provides information on employment, birth verification, Social Security information, and appropriate internet resources to obtain relevant case information.
6. Records in the automated and/or hard copy case file necessary information related to the establishment and/or enforcement of a child support obligation.
7. Completes court follow-up such as discovery, subpoenas, and motions within required time frames.
8. Maintains confidentiality and security of case information.
9. Perform legal research and prepares written and oral opinions on various legal issues.
10. Provide work guidance to paralegals, secretaries and other support staff.
11. Stay abreast of new trends, law changes and other developments in the support enforcement and other-duty legal fields.
12. Attend and participate in staff meetings. Make recommendations to improve processes and office efficiency and services.
13. Attend assigned local and state conferences and meetings on behalf of the PAO, as well as attending community and business group meetings and activities
14. Participate in training reserves. Give lectures and make presentations on legal issues such as support enforcement procedures and legal/court procedures, as assigned/approved by the PA or Chief Deputy.

15. Perform other duties or projects as assigned by the PA or Chief Deputy such as assist or cover/back-up for other Deputies in Child Support and other divisions of the office.

Essential Duties and Responsibilities (for other functions with the office):

16. Review police reports and make charging decision.
17. Prepare and try district, juvenile, and superior court cases, as assigned Prepare and respond to pre- and post-trial motions.
18. Handle appeals from District to Superior Court, Superior to COA and others as assigned by the PA or CCDPA.
19. Prepare and present oral arguments.
20. Advise on Public Records Requests (PRR's) for County officials and departments
21. Perform other duties as assigned.
22. Any DPA can be expected to perform any and/or all of the following duties for other attorney functions within the office:

Minimum Qualifications:

1. Law degree from an accredited college or university.
2. Admission to Washington State Bar Association.
3. Possess and maintain a valid drivers license.
4. Knowledge of legal rules, protocols and systems.

Required Skills and Abilities:

1. Prior experience in family law and/or child support enforcement cases.
2. Able to effectively present information and recommendations in oral and written form and at a professional level. Strong public speaking skills.
3. Able to develop trial strategy, prepare evidence for admissibility and introduce it in the most eloquent manner.
4. Work effectively in a demanding and public oriented environment.
5. Excellent interpersonal skills. 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.
6. Able to handle the stress of high workload and deadlines, and exposure to sensitive or unpleasant information/evidence.
7. Maintain leadership and exercise self-restraint and composure during stressful and demanding situations.
8. Excellent research skills. Able to analyze data and arrive to conclusions; then develop a strategic plan of action.
9. Represent the PAO in an accurate and professional manner, without jeopardizing office efficiency and protocols.
10. Promptly learn PAO procedures and protocols, and abide by them at all times, as well as legal ethical standards.
11. Exercise judgment and discretion on sensitive, confidential and case matters.

Equipment or Tools:

1. Ability to use personal computers, including Internet resources, Westlaw, 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 once trained; but is required to provide regular status reports. Work may be verified during conferences, status reports, and outcome results.

Level of Supervisory Responsibilities: This position is not supervisory in nature. DPAs provide work instructions to legal secretaries, interviewers , paralegals, and victim/witness advocates.

Contact/Communication with others:

Requires extensive oral communication, 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. Exercise discretion and good judgement at all times. Contacts occur with department staff and other County employees, judges and court staff, law enforcement, defense counsel, victims and witnesses, case interested parties, public, other local, state and federal agencies.

Decision Making Capacities:

Work is performed with considerable latitude for independent judgement, decision-making and actions within the scope of the essential duties of the position. Consultation with PA or Chief Civil Deputy required for unusual or out-of-scope matters.

Working Conditions:

1. Requires work hours in excess of 8 hours per day or 5 days per week.
2. Be on-call 24 / 7. May require work on weekends, work on holidays, or work evenings to address case needs and emergencies.
3. May require travel for training, meetings, research/investigation purposes and commute to other departments or government agencies.
4. Observe and abide by, all County and department policies, goals, and objectives.
5. Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
6. Tolerate prolonged computer related exposure. Ability to sit at a workstation for long periods of time.
- 7.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
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				

Feb 2013

Last Revision

Department Head

Incumbent

Date