

# PEND OREILLE COUNTY

## **Job Description**

DEPARTMENT: Prosecutor's Office

TITLE: Deputy Prosecuting Attorney with  
Superior Court Emphasis

DATE: May, 2015

REPORTS TO: Prosecutor/Office Manager

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**BASIC FUNCTIONS:** This position handles all phases of criminal litigation/prosecution (e.g. from assisting with criminal investigations, review of criminal referrals for making filing decisions, and all stages of litigation through final appeal.). This position manages an active criminal litigation caseload as assigned, which will consist primarily of felony cases, but may also include other types of criminal prosecutions as well as occasional civil legal services to county offices when requested. The position requires a highly motivated and organized individual who has the ability and desire to coordinate and lead complex litigation, and possesses the superior advocacy skills required to bring these cases to a successful resolution. Works cooperatively and effectively with law enforcement, the public and other employees. This position is exempt, union.

### **QUALIFICATIONS:**

1. Must be an active member in good standing of the Washington State Bar Association.
2. Prior felony criminal jury trial experience highly preferred.
3. Highly motivated and organized with the ability to coordinate and lead complex litigation.
4. Substantial litigation experience in criminal law required.
5. Must have excellent writing and advocacy skills, interpersonal skills, and the ability to work well with others.
6. Must successfully pass a background check, driving record check and pre-employment physical.

### **ESSENTIAL JOB FUNCTIONS:**

1. Contribute to the successful prosecution of cases by participating in procedural and investigative functions of the law. Advise law enforcement agencies on the legal aspects of specific offenses and on proper arrest, search and seizure and related procedures.
2. Institute and prosecute proceedings for the arrest of persons charged with or reasonably suspected of felonies, misdemeanors and gross misdemeanors. In preparing charges, the position determines the specific charge(s) based on the nature of the acts and the quality of the admissible evidence. After charges have been filed, the position negotiates with defense counsel and has authority to decide on compromises on pleas and terms, within guidelines established by the Prosecutor.
3. Present evidence, cross-examine witnesses and make closing statements in courtroom appearances. Following convictions make recommendations to the court regarding sentencing and represent the public in appeals and revocation procedures.
4. Provide work direction to legal secretary support staff.
5. Carry out any or all duties of Deputy Prosecutor as directed and assigned by the Pend Oreille County Prosecuting Attorney.
6. Perform any or all other tasks as assigned.

**WORKING CONDITIONS:**

Work is performed in an office setting with periods of standing, sitting and kneeling. Hand-eye coordination and fine manipulation skills are necessary to operate computers and various office machines. This position also requires good listening skills and occasional lifting of up to 50 pounds. Regular and punctual attendance is required. Because of the nature of this position, duties must be performed during regular hours within the department (no telecommuting).