

FRANKLIN COUNTY POSITION DESCRIPTION DEPUTY PROSECUTING ATTORNEY I

MAY 2017

POSITION TITLE: Deputy Prosecuting Attorney I
DEPARTMENT: Prosecuting Attorney
REPORTS TO: Chief Deputy Prosecuting Attorney
SALARY/CLASSIFICATION: Grade 18, Non-Bargaining, Exempt

SUMMARY:

This position is either criminal, civil, or child support. Typical case assignments for the criminal DPA I include misdemeanor/gross misdemeanor and traffic cases in District Court and Juvenile or may include routine cases in Superior Court against adult defendants. The Civil DPA I analyzes legal issues and prepares documents to provide assistance to the County in civil matters. Civil DPA Is provide advice and representation in less complex civil proceedings for various County governing bodies or assist a more senior deputy with the counsel and litigation for major County Agencies. The child support DPA I is responsible for establishing parentage modifying child support orders, and pursuing contempt actions against parents willfully not paying child support. This is an entry-level position and is responsible for prosecuting misdemeanor and less complex civil or criminal cases under general direction of a supervisor.

ESSENTIAL JOB DUTIES:

- Screens, reviews, and evaluates factual and legal bases prior to filing felony cases; requests further investigation by law enforcement as necessary; makes filing decisions and prepares charges to be filed.
- Prepares for motion hearings and trial through witness interviews, legal research, and investigation of facts and information; drafts, prepares, and files appropriate legal documents. Also consults with law enforcement personnel regarding cases.
- Evaluates cases for appropriate disposition; prepares for and participates in plea negotiations with defense counsel as necessary.
- Organizes for trial preparation; drafts and files legal documents and prepares questions and arguments necessary for hearings or trials; notifies and interviews witnesses; reviews evidence.
- Presents and conducts courtroom proceedings; determines strategy, organization, evidence presentation, appearance of witnesses, and jury instructions.
- Provides technical advice and assistance to law enforcement officers, as needed, in the preparation of search warrants, assuring legality of documents.
- Carries an appellate case load of cases he/ she has prosecuted to conviction along with other assigned appeals cases.
- Answers questions and provides information to the public, victims, and others regarding general legal principles, the court process, and other related matters.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Washington State criminal and civil law and related local statutes, ordinances, case law, and procedures.
- Knowledge of the duties, powers, limitations, and responsibilities of the Prosecuting Attorney's Office.
- Knowledge of the principles, methods, and practices of legal research and investigation and their application.
- Knowledge of judicial procedure and rules of evidence.
- Skill in legal research, investigation, analysis of data, and determination of proper courses of action.
- Ability to analyze legal questions and apply legal principles and practices.
- Ability to plan, prepare, present, and conduct case strategies for criminal or civil cases.
- Ability to interpret and explain codes, statutes, ordinances, and procedures.
- Ability to interview complainants and witnesses.
- Ability to manage heavy caseloads and maintain appropriate records, logs, and case files.
- 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 one year directly related experience is desirable; 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.