

FRANKLIN COUNTY POSITION DESCRIPTION

DEPUTY PROSECUTING ATTORNEY II

MAY 2017

POSITION TITLE: Deputy Prosecuting Attorney II (Criminal)

DEPARTMENT: Prosecuting Attorney

REPORTS TO: Chief Deputy Prosecuting Attorney

SALARY/CLASSIFICATION: Grade 20, Non-Bargaining, Exempt

SUMMARY:

The Deputy Prosecuting Attorney II position requires the ability to prosecute a broad range of difficult and complex adult felony criminal cases in Superior Court. The Deputy II position requires excellent trial skills, an ability to work with both victims of crime and law enforcement, a thorough knowledge of criminal law and procedure, and an ability to handle a heavy caseload with minimal oversight. Criminal deputies prepare and work cases from the initial screening of police reports through trial and appeal. Deputy IIs handle felony cases, typically Class B or C felonies, though may also handle occasional A felony cases. The Deputy Prosecuting Attorney II is responsible for prosecuting a broader range of cases and more complex and difficult cases requiring more advanced trial and legal skills and greater independence in accomplishing work.

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 and responsibilities of the Prosecuting Attorney's Office.
- Knowledge of the principles, methods, and practices of legal research and investigation.
- Knowledge of judicial procedure, search and seizure law, and rules of evidence.
- Ability to conduct legal research, analysis, and investigation of criminal cases.
- Ability to plan, prepare, present, and conduct case strategies for criminal cases.
- Skill in analyzing legal problems and applying legal principles.
- Ability to interpret and explain codes, statutes, ordinances, and procedures.
- 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:

Law school graduate with three years of criminal 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.