

CLASSIFICATION: Deputy PA – Land Use
and Civil

PAY RANGE: S-8

BARGAINING UNIT: Unrepresented – At Will

SAN JUAN COUNTY POSITION DESCRIPTION

Position Title: Deputy Prosecuting Attorney – Land Use and Civil

FLSA Status: Exempt

Date: Revised 3/2011

Reports to: Prosecuting Attorney

Department: Prosecuting Attorney

Position Supervised: 1 - L & J Assistant (.5 FTE)

BASIC FUNCTION: Represents San Juan County and provides advice principally on land use and environmental matters, defense of administrative and court actions, and other matters at the direction of the Prosecuting Attorney.

MINIMUM QUALIFICATIONS: Admission to Washington State Bar Association, and at least three years experience in land use and/or environmental laws including the GMA, SEPA, SMA, water law, and administrative laws and litigation or any combination of education and experience that demonstrates the ability to perform the essential functions of the position. Ability to advise on procedures and laws. Ability to work cooperatively with others. Valid driving license.

PRINCIPAL DUTIES - Asterisk designates essential function:

- *1. Provides legal representation for the County on land use, growth and development issues before County agencies, state boards, and courts at all levels, primarily related to Growth Management Act, Environmental Policy Act and related land use and environmental laws.
- *2. Provides legal research, guidance, and opinions to County departments on land use, growth, development, and code enforcement.
- *3. Responsible for assisting with the drafting of ordinances and contracts or reviewing the same for legal sufficiency and compliance with the law at the request of County officials, at the direction of the Senior Deputy Prosecuting Attorney or the elected Prosecuting Attorney.
- *4. Maintains current knowledge of and access to the procedural rules for all forums for appearances including, superior court, growth boards, Shorelines Hearing Board and local boards and agencies. Drafts and argues motions and other pleadings, conducts and responds to discovery, researches statutory and case authority, drafts and presents arguments to decision makers. Conducts and memorializes negotiations for settlement simultaneously with pending litigation.
- *5. Directs the work of one legal assistant in the preparation and filing of legal documents, interviewing of witnesses, and the preparation and maintenance of legal files.
- *6. Maintains current knowledge of the substantive, procedural and evidentiary laws of the state of Washington, federal constitutional law, procedures of the superior and appellate courts, techniques of preparation and presentation of trials. Reviews new legislation and appellate decisions to determine the present state of the law.

Position Title: Deputy Prosecuting Attorney – Land Use and Civil

Page 2

Researches legal issues, analyzes and applies legal principles, facts, evidence and precedents to legal problems; presents laws, facts, evidence and arguments clearly and logically in written and oral form.

- 7. Performs other duties as assigned by the Prosecuting Attorney.
- *8. Works with the highest ethical standards, in accordance with RCW 42.23.020-070, 42.17.310 and the San Juan County Personnel Rules, providing courteous and professional service.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Must be able to: listen and comprehend when people relate facts, regardless of the manner in which they speak, and relate that information to other facts in a case; speak in a clear and concise manner in public settings; remember the basic content of numerous statutes, regulations, court rules, evidentiary rules, holdings of appellate courts, and apply them instantaneously to changing circumstances in the course of a court proceeding; speak, see, hear and articulate clearly; and use hands to finger or feel objects and use office equipment and reach with hands and arms. Must be able to travel by automobile and small plane and carry boxes of papers and books.

EQUIPMENT REQUIREMENTS:	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
<u>Equipment/Tool</u>				
Telephone	3	X		
Copy machine	2		x	
Fax	2		x	
Computer: Word Processing	4	X		

WORKING CONDITIONS: Works in an office setting, and in formal and informal hearing locations throughout the state, but most frequently in San Juan County.