

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

FLSA: Exempt

Department: Prosecuting Attorney's Office

Union Affiliated: No

Reports to: Prosecuting Attorney and Chief Criminal

Pages: 1- 3

General Position Summary:

Provide a wide range of professional legal services for the County including the prosecution of assigned criminal cases. Some civil representation as needed, for example public records requests and involuntary treatment hearings. Assist the Prosecuting Attorney's Office (PAO) on other legal matters and services to support the office and the services it provides.

Essential Duties and Responsibilities: Any DPA can be expected to perform any and/or all of the following duties:

1. Prosecute traffic, criminal code, civil code, and zoning violations. Interview and prepare witnesses for proceedings.
2. Examine cases, evidence, witnesses and other supporting evidence, such as expert reports, to determine sentencing range and possibilities and discuss it with victims and law enforcement. Evaluate the benefit or need of a trial versus guilty plea, whether more investigation should be conducted.
3. Initiate the collection of restitution judgments; prosecute violation of community supervision or probation orders, file actions to forfeit bail.
4. Review search warrants.
5. Perform legal research and prepare written and oral opinions on various legal issues.
6. Respond to citizen inquiries and complaints.
7. Provide work guidance to paralegals, secretaries and other support staff.
8. Stay abreast of new trends, law changes and other developments in the law.
9. Attend and participate in staff meetings. Make recommendations to improve processes and office efficiency and services.
10. Attend assigned local and state conferences and meetings.
11. Participate in training law enforcement. Train law enforcement personnel on legal topics of interest. Give lectures and make presentations on legal issues such as criminal law, evidence, legal/court procedures, domestic violence, as assigned and approved by the PA or CCDPA.
12. Review advance sheets and present briefings to other DPA's.
13. Perform other duties or projects as assigned by the PA or CCDPA such as assist or cover/back-up for other Deputies.
14. Review police reports and make charging decision.
15. Prepare and try district, juvenile, and superior court cases. Prepare and respond to pretrial and post-trial motions.
16. Insure that crime victims are apprised of court dates and resources.

17. Handle appeals from District to Superior Court, Superior to COA and others as assigned by the PA or CCDPA. Write appellate briefs and prepare and present oral arguments.
18. May be called on to attend homicide/death scenes and autopsies.

Minimum Qualifications:

1. Law degree from an accredited college or university.
2. Experience with criminal prosecution.
3. Admission to Washington State Bar Association.
4. Possess and maintain a valid driver's license.
5. Knowledge of legal rules, protocols and systems.

Required Skills and Abilities:

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

