

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: DEPUTY PROSECUTING ATTORNEY I

FLSA STATUS: Exempt

Approved: 10/97

Revised: 1/02, 1/08, 1/10

Range: 26

SUMMARY

The Deputy Prosecuting Attorney I is responsible for performing legal work in the civil and criminal divisions of the Prosecuting Attorney's office. Criminal work involves prosecuting the majority of misdemeanor criminal cases in the District Court and limited duties within the Superior Court, Court of Appeals, and Supreme Court, and in representing the juvenile department in most non-serious felony and all misdemeanor juvenile matters, the state in civil non-support proceedings, and the County on violations of County Ordinances. Work is performed with some independence in accordance with the policies and procedures established by the Prosecuting Attorney.

ESSENTIAL FUNCTIONS

Investigates and prepares civil and criminal prosecutions; reads and analyzes crime reports for sufficiency; determines probable cause; files all criminal charges and coordinates investigation and preparation of cases; researches and analyzes applicable statutes and case law; prepares witness list and contacts witnesses to review testimony; prepares questions, jury instructions and overall outline of sequence of presentation; provides continuing legal education to law enforcement.

Presents and prosecutes criminal matters including jury selection and presenting state's case.

Negotiates with defendants and defense counsel in plea agreements.

Analyzes transcripts of court proceedings and prepares responding briefs and legal arguments for the court of appeals or the state supreme court and orally argues the case.

Represents the juvenile department and the state in analyzing non-serious felony juvenile offenses; files appropriate charges and prosecutes the charge.

Represents the state and other states in all civil non-support proceedings (including modifications and paternity suits) to seek a court order requiring a non-custodial parent to provide support for minor dependent children; reviews the initiating petition for sufficiency and prepares legal papers.

Responds to inquiries from the public regarding criminal law court proceedings and victims rights.

Initiates violation of sentencing proceedings.

Establishes restitution on behalf of victims.

Reviews and negotiates or prosecutes violations of county ordinances.

PERIPHERAL FUNCTIONS

Serves as Deputy Coroner, which involves responding to and verifying any non-physician attended deaths within the County, determining cause of death, and attending autopsies when necessary.

Writes requests for various grants.

Provides assistance and support in Superior Court hearings and trials.

Provides assistance as requested on civil matters.

Speaks to community groups.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the criminal justice system and criminal court rules and procedures.

Knowledge of judicial procedures, rules of evidence, and legal research techniques.

Knowledge of common and state law.

Knowledge of the various agencies and the interrelation of such.

Skill in preparing and trying cases in state courts.

Proficient use of standard office equipment including computers.

Ability to organize, interpret, and apply legal principles and knowledge to legal problems in conducting legal research, preparing sound legal opinions, and presenting cases in court.

Ability to perform legal research, prepare written pleadings and other court documents, and present oral arguments.

Ability to communicate clearly and concisely, orally and in writing.

Ability to maintain an effective and professional working relationship with a wide range of individuals and/or agencies.

EDUCATION AND EXPERIENCE

Graduate of law school accredited by the American Bar Association and must be a licensed attorney in good standing with the Washington State Bar Association.

WORKING CONDITIONS

The work of the Deputy Prosecuting Attorney is performed approximately 75% in an office environment, 15% in a courtroom, and 10% performing interviews, investigations, coroner's duties, etc. Stress associated with competing priorities and strict timelines is a job element which must be successfully managed.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, climbing, crawling, reaching, pulling, twisting, and the ability to lift up to 50 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.
