

# **CHIEF CIVIL/CRIMINAL PROSECUTING ATTORNEY**

## **JOB PURPOSE AND SUMMARY**

To plan, direct manage and oversee the activities and operations of the Civil/Criminal section within the Prosecuting Attorney's Office; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Prosecuting Attorney.

## **CLASSIFICATION DISTINCTIONS**

The Chief Civil/Criminal Prosecuting Attorney exercises direct supervision over supervisory, professional, and clerical staff. The position receives administrative direction from the Prosecuting Attorney.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Directs, coordinates, and reviews the work plan for civil/criminal prosecution activities including civil/criminal law, administrative appeals, worker's compensation cases, risk management, habeas corpus actions and child support; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for providing prosecuting attorney services; identifies resource needs; recommends and implements policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
- Responds to and resolves sensitive citizen inquiries and concerns; meets with community groups, businesses, and members of the press to provide information and answer questions; provide assistance to outside agencies and organizations.
- Serves as a liaison for the Prosecuting attorney's Office with other County departments, divisions and outside agencies including Federal, State and local law enforcement agencies; negotiate and resolve significant and controversial issues.
- Provides legal counsel to governmental agencies within the County; prepares resolutions and ordinances; oversee the County's risk management program on all aspects of legal advice; litigation, and contract review.

- Reviews proposed legislation and provides political entities with advice regarding legal impact; provides counsel on personnel and labor relations matters.
- Manages and participates in the development and administration of the Prosecuting Attorney's annual budget; directs the monitoring of and approves expenditures.
- Selects, trains, motivates, and evaluates prosecuting attorney personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil law.
- Provides staff assistance to the Prosecuting Attorney; prepares and presents staff reports and other necessary correspondences.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Training Guidelines:**

- Five years of increasingly responsible experience in the practice of civil/criminal law, preferably in a public agency.
- Equivalent to a Juris Doctorate from an accredited law school.
- Membership in the State Bar of Washington.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of...**modern and highly complex principles and practices of civil/criminal law; organization, duties, powers, limitations, and authority of County government and a prosecuting attorney's office; legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure; ordinances, statutes, and court decisions relating to local government; judicial procedure and rules of evidence; legal research, terminology, and procedures; established precedents and sources of legal reference applicable to civil prosecution activities; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations; principles and practices of budget preparation and administration.

**Ability to...**manage and coordinate the work of supervisory, professional, and technical personnel; interpret and explain County prosecution policies and procedures; organize, interpret, and apply legal principles and procedures; present statements of law, fact and argument clearly and logically; prepare and present difficult cases in court; conduct research on complex legal problems and prepare sound legal opinions; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare and administer a budget; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and medial representatives; and so forth.

Office use: 6/20/00