

CHIEF DEPUTY PROSECUTING ATTORNEY

JOB PURPOSE AND SUMMARY

To direct, manage, supervise, coordinate and participate in the programs and activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Prosecuting Attorney.

CLASSIFICATION DISTINCTIONS

The Chief Deputy Prosecuting Attorney receives general administrative direction from the Prosecuting Attorney. The position exercises direct supervision over management, supervisory and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all services and activities of the Prosecuting Attorney's Office, including Administration, Criminal, Civil, Juvenile, Child Support, Adult Diversion and Victim/Witness Assistance.
- Directs, coordinates and reviews the work plan for the Prosecuting Attorney's Office activities; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Develops and implements goals, objectives, policies, and priorities for providing prosecuting attorney services; identifies resource needs; recommends and implements policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load; administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Prosecuting Attorney; 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; provides assistance to outside agencies and organizations.
- Serves as liaison for the Prosecuting Attorney's Office with other County departments, divisions and outside agencies including Federal, State and local law enforcement agencies; negotiates and resolves significant and controversial issues.

- Prepares briefs and legal opinions; appears in court on a variety of cases, either civil or criminal.
- Prepares pleadings and other papers in connection with suits, trials, hearing and similar legal proceedings.
- Prepares decisions, subject to the review of the Prosecuting Attorney, concerning advisability to pursue, compromise or dismiss criminal or civil actions.
- Manages and participates in 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 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 Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Six years of increasingly responsible experience in the practice of law, preferably in a public agency, including two years in a supervisory capacity.
- Equivalent to a Juris Doctorate from an accredited law school.
- Membership in the State Bar of Washington.

Knowledge of...organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; operational characteristics, services and activities of a prosecuting attorney's office; legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure; legal research, terminology and procedures; organization, duties, powers, limitations, and authority of County government and a prosecuting

attorney's office; pertinent Federal, State and local laws, codes and regulations; principles of supervision, training and performance evaluation; principles and practices of budget preparation and administration; and so forth.

Ability to....analyze and apply legal principles; 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; prepare and present difficult cases in court; conduct research on complex legal problems and prepare sound legal opinions; prepare and administer a budget; select, supervise, train and evaluate staff; interpret and apply Federal, State and local policies, procedures, laws and regulations; 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, and the general public; and so forth.

Office use: 6/20/00