

# **DEPUTY PROSECUTING ATTORNEY I**

## **JOB PURPOSE AND SUMMARY**

To provide a wide range of professional legal services for the County including the prosecution of criminal, civil, and juvenile cases; to serve as an assistance to the Prosecuting Attorney's Office.

## **CLASSIFICATION DISTINCTIONS**

The Deputy Prosecuting Attorney I is the entry level class in the Deputy Prosecuting Attorney series. This class is distinguished from the Deputy Prosecuting Attorney II by the years of experience as a practicing attorney and by the handling of the less complex cases. Since this is typically used as a training class, employees may have only limited or no directly related work experience. The Deputy Prosecuting Attorney I receives general supervision from higher level prosecuting attorney staff.

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

- Prosecutes traffic, criminal code and zoning violations and comparable cases in County courts; analyzes police investigations and accusations; interviews and prepares witnesses for proceedings; reviews evidence for completeness and accuracy; prepares legal briefs and oral arguments.
- Represents the State in court; examines witnesses and presents evidence; determines sentencing range; reviews expert evaluation reports; discusses sentencing possibilities with victims and law enforcement agencies.
- Evaluates benefit or need of a trial versus a guilty plea; determines if charge should be filed or if further investigation should be conducted; refers appropriate cases to County Diversion Programs for screening.
- Commences and pursues collection of restitution judgments; prosecutes violations of community supervision or probation orders; files actions to forfeit bail when bail bond is violated.
- Provides legal assistance to prosecuting staff and other County and governmental attorneys as requested; speaks at local schools about the criminal justice system.
- Prevents and minimizes legal exposure by providing legal advice to County officers and employees in law enforcement related matters.
- Assists in the preparation and review of inspection and search warrants.

- Performs legal research and prepares written and oral opinions on various legal problems.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Equivalent to a Juris Doctorate from an accredited law school.
- Membership in the State Bar of Washington.

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

**Knowledge of...**ordinances, statutes, and court decisions relating to civil and criminal prosecution; judicial procedure and rules of evidence; methods of legal research; pertinent Federal, State, and local laws, codes, and regulations; and so forth.

**Ability to...**learn the established precedents and sources of legal reference applicable to prosecuting activities; provide administrative and professional staff assistance to the Prosecuting Attorney's Office; assist in the implementation of prosecuting attorney goals, objectives, and practices; represent the County in a variety of criminal prosecution proceedings; analyze, appraise, organize, and present facts, evidence, and precedents in a clear and logical manner; analyze and prepare a wide variety of legal documents; research, analyze, and evaluate new program techniques, methods, and procedures; interpret and apply legal principles and procedures; prepare and present cases in court; 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 media representatives; and so forth.

Office use: 6/20/00