

DEPUTY PROSECUTING ATTORNEY II

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 II is the full journey level class within the Deputy Prosecuting Attorney series. Employees within this class are distinguished from the Deputy Prosecuting Attorney I by the performance of the full range of cases as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the judicial procedures and policies of the work unit. The Deputy Prosecuting Attorney II receives direction 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:

- Four years of responsible experience in a law office as a practicing attorney.
- 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 and abilities 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; established precedents and sources of legal reference applicable to prosecuting activities; providing complex administrative and professional staff assistance to the Prosecuting Attorney's Office; representing the County in a wide variety of criminal prosecution proceedings; 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; analyze and prepare a wide variety of legal documents; prepare and present difficult cases in court; conduct research on complex legal problems and prepare sound legal opinions; and so forth.

Office use: 6/20/00