

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF CIVIL DEPUTY PROSECUTING ATTORNEY

Spec No. 1076

BASIC FUNCTION

To lead and manage the day to day responsibilities and long range planning needs of the Civil Division of the Prosecuting Attorney's Office, under the direction of the Prosecuting Attorney.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, supervises and evaluates the work of attorneys and support staff; participates in and makes recommendations regarding hiring, discipline, transfer, retention and termination of employees; mentors, assists and trains division employees.
2. Participates in the development of the office's budget; monitors and manages the Civil Division's budget; authorizes expenditures from funds allocated to the Civil Division; monitors and makes recommendations regarding office-wide budget management.
3. Manages people, programs and projects to achieve goals within budgeted funds and available personnel; manages and coordinates departmental plans, future needs, goals and objectives.
4. Assumes the duties of the Prosecuting Attorney in his/her absence as required or directed; represents the Civil Division before the County Council, County Executive, County departments, outside agencies, and the media; responds to inquiries relating to the division from county departments, outside agencies, the media, general public.
5. Forecasts, plans and manages staffing, compensation and training requirements, including facilities, information technology and other needs of the Division.
6. Supervises division personnel; ensures the timely completion of annual evaluations; distributes performance adjustments; conducts personnel investigations and hear grievances as directed by the Prosecuting Attorney.
7. Makes hiring, retention, promotion, and termination decisions as directed by the Prosecuting Attorney.
8. Plans for the success of the division by setting goals and objectives, and monitoring outcomes through performance measures.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Must be a member in good standing of the Washington State Bar Association; AND, ten (10) years experience, qualified to handle and make decisions on matters of exceptional complexity, and to provide managerial supervision of the Civil Division. Significant experience in and knowledge of municipal law and government practice law is expected. Must pass all job related tests.

SPECIAL REQUIREMENTS

May be required file a bond with the County Auditor.

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- legal principles and practices including civil and administrative law and procedure and specifically municipal law
- principles and practices of personnel administration, including employment
- principles and practices relating to law office management and supervision of attorneys
- principles and practices of financial management, including public budgeting
- municipal risk management practices

Ability to:

- perform all of the job duties of a Civil Deputy I,II III or an Assistant Chief Civil Deputy
- establish and maintain effective and positive work relationships with groups and individuals inside and outside the office, particularly attorneys, support staff, Bench, Bar, County Council, County Executive, county departments, and the community
- work effectively across division, departmental and organizational lines to achieve goals
- provide leadership and direction to Civil Division attorneys and support staff
- work independently or as part of a team, as necessary
- work effectively with the Prosecuting Attorney, Civil Division Office Manager and others in office administration
- administer labor agreements relating to the Civil Division
- administer Snohomish County policies
- administer policies of the Office of the Prosecuting Attorney
- plan, coordinate and evaluate the work of all Civil Division employees
- develop confidence of personnel to effectively institute new programs, procedures, and personnel evaluations
- develop short and long range goals, objectives, plans and budgets relating to the Division
- analyze and develop administrative systems, policies and procedures
- implement and manage changes to office practices and procedures
- maintain confidentiality of records and information, as required by law

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KNOWLEDGE AND ABILITIES (Continued)

- exercise excellent judgment and tact in all relationships
- be honest, ethical, and professional at all times

Ability to:

- communicate effectively, orally and in writing
- responds quickly and effectively to unanticipated situations
- works under pressure and with individuals who may be distraught or challenging
- uphold the highest ethical standards and commitment to professionalism at all times
- support the Washington State Bar Association aspirational goals for *pro bono* work

SUPERVISION

The employee reports to and receives direction from the Prosecuting Attorney. Work is evaluated through conferences and periodic reviews.

WORKING CONDITIONS

The work is performed in the usual office environment with periodic trips to the courthouse complex and outside locations to attend meetings, hearings, and other office responsibilities. The employee is required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Prior 1981

Previous Spec No. 240161

Revised: December 2004

EEO Category: 1 – Officials and Administrators

Pay Grade: 455 – Prosecuting Attorney Civil Pay Table

Workers Comp: 5306 Non-Hazardous