

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CIVIL DEPUTY I

Spec No. 5029

BASIC FUNCTION

To provide a wide range of professional legal services to county government. The specific services rendered will vary depending upon the Unit to which the Civil Deputy is assigned. This entry-level attorney classification is in the Civil Division of the Prosecuting Attorney's Office. Attorneys in this class are generally assigned to more routine professional legal tasks and, over time, work with greater independence and assume responsibility for progressively more difficult and complex assignments as experience is gained.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represents the County in assigned civil litigation by handling all aspects of assigned cases and/or claims, including discovery, motions, trials, and appellate practice.
2. Advises County departments and elected officials, and County boards and commissions on a variety of legal matters, including, but not limited to the legal implications of a particular action, inaction or decision.
3. Assists in civil prosecution of County code violations; prepares, reviews, and examines contracts, agreements, real property instruments, motions, ordinances, and other legal documents for County departments and elected officials.
4. Helps develop County legislation by researching, reviewing, and preparing proposed ordinances, motions, resolutions, policies, and other legislation.
5. Assists in the preparation of cases for administrative hearings and proceedings; performs legal research and provides legal opinions for projects as assigned.
6. Represents the County at involuntary commitment hearings.
7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Must be a member in good standing of the Washington State Bar Association. Must pass job related tests.

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SPECIAL REQUIREMENTS

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 relevant to assigned unit;
- judicial procedures and the law of evidence;
- basic appellate practice;
- office procedures, methods, and equipment, including computers and applicable software applications;
- methods and techniques of legal research;
- rules of professional conduct.

Ability to:

- define legal issues, collect and analyze information, recommend action;
- communicate clearly, concisely, and effectively, both orally and in writing;
- perform high quality legal research;
- work with Snohomish County policies;
- work with policies of the Office of the Prosecuting Attorney.
- analyze and accurately prepare a wide variety of legal documents;
- work under pressure and with individuals who may be distraught or challenging;
- meet deadlines;
- use time and resources efficiently;
- organize and perform multiple tasks to meet deadlines;
- 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 community;
- work independently or as part of a team, as necessary;
- work effectively across unit, departmental, and organizational lines to achieve goals;
- assist others when asked or directed;
- maintain a high level of confidentiality of records and information;
- exercise excellent judgment and tact in all relationships;
- communicate clearly, effectively, and courteously with attorneys, judges, and the general public;
- respond quickly and effectively to unanticipated situations;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- uphold the highest ethical standards and commitment to professionalism in all areas of work performance and practice;
- be courteous, professional, and honest at all times;
- comply with office standards and policies;
- support the Washington State Bar Association's aspirational goals for *pro bono* work.

SUPERVISION

The employee reports to and receives direction from the Assistant Chief Civil Deputy or lead attorney responsible for the unit. The employee may work under the supervision and training of another Civil Deputy as required. 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. Employees are 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

Revised: December 1990 as Prosecuting Attorney, Civil Deputy

Revised and Retitled: December 1996

Revised: December 2004

Previous Spec No. 621660

EEO Category: 2 – Professionals

Pay Grade: 451 – Prosecuting Attorney Civil Pay Plan

Workers Comp: 5306 Non-Hazardous