

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CRIMINAL DEPUTY I

Spec No. 5032

BASIC FUNCTION

To provide professional legal services to the Criminal Division of the Prosecuting Attorney's Office. This is an entry-level attorney classification in the Criminal Division of the Prosecuting Attorney's Office. Attorneys in this class are generally assigned to less complex criminal legal matters and, over time, work with greater independence and assume responsibility for more difficult and complex assignments as experience is gained.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Evaluates, charges, negotiates and tries criminal cases as assigned.
2. Establishes and maintains effective and positive work relationships with groups and individuals inside and outside the office, particularly attorneys, support staff, Bench, Bar, County government, law enforcement agencies, and community.
3. Works effectively across division and departmental lines to achieve goals.
4. Assists others when asked or as directed.
5. Understands that the paramount duty is to seek justice; keeps track of all costs associated with each case; while cost should never direct action that will be taken on a case, the use of broad discretion regarding the allocation of resources must be considered; it is important to minimize officer overtime, witness costs, and extra fees while minimizing inconvenience to witnesses.

STATEMENT OF OTHER JOB DUTIES

6. Performs related duties as required.

MINIMUM QUALIFICATIONS

Legal degree from an accredited law school. Must be a member in good standing with the Washington State Bar Association. Must pass job related tests.

SPECIAL REQUIREMENTS

Must be a U.S. citizen.

Must have a valid Washington State Driver's License.

Must successfully pass a criminal background investigation, which includes fingerprinting.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

- charging and disposition standards
- judicial procedures and the law of evidence
- basic appellate practices
- office procedures, methods, and equipment, including computers and applicable software applications
- methods and techniques of legal research
- rules of professional conduct

Ability to:

- communicate clearly, concisely, and effectively, both orally and in writing
- perform quality legal research
- 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
- 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, support staff, judges, and the general public
- respond quickly and effectively to unanticipated situations
- manage the day to day and long range work responsibilities of one or more support staff members, where directed by an Assistant Chief or the Chief Criminal Deputy Prosecutor
- 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 attorney's Unit lead, an Assistant Chief Criminal Deputy Prosecutor, and the Chief Civil Deputy Prosecuting Attorney. May work under the supervision and training of another Deputy Prosecuting Attorney I, II, or III and may be directed by Assistant Chief or Chief Criminal Deputy to manage one or more support staff members. Work is evaluated through conferences and periodic reviews.

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WORKING CONDITIONS

The work is performed in the usual office environment with frequent court appearances and periodic trips to 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
Revised: December 1990, December 2004, March 2017, August 2017
Previous Spec No. 620665
EEO Category: 2 – Professionals
Pay Grade: 401- Prosecuting Attorney Criminal Pay Plan
Workers Comp: 5306 Non-Hazardous