

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CRIMINAL DEPUTY II

Spec No. 5033

BASIC FUNCTION

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

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs all of the duties of a Criminal Deputy Prosecuting Attorney I.
2. Successfully manages cases at all stages of review, charging, trial preparation, trial, and pre- and post-trial motions; appropriately manages litigation costs.
3. 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.
4. Works effectively across division and departmental lines to achieve goals.
5. Understands that the paramount duty is to seek justice, keeps track of all costs associated with each case; while costs 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. Helps others when asked or as directed.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Legal degree from an accredited law school; AND, five (5) years of experience in the practice of law, with at least three (3) years of experience in the civil department of a public sector law office. Must be a member in good standing with the Washington State Bar Association. Must pass all job related tests.

SPECIAL REQUIREMENTS

Must be a U.S. citizen.

A valid Washington State Drivers License may be required.

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

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CRIMINAL DEPUTY II

Spec No. 5033

KNOWLEDGE AND ABILITIES

Knowledge of:

- charging and disposition standards
- evidence rules, court rules, and criminal law
- 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:

- handle professionally and effectively, with a minimum of supervision, even the most complex of cases and trials
- effectively and responsibly communicate with the press and media, while complying with the Rules of Professional Conduct
- be a solid example of reliable attendance, competence and dedication
- 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
- 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, division of child support, and community
- work effectively across section, 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, support staff, judges, and the general public
- respond quickly and effectively to unanticipated situations
- supervise the day to day and long range work responsibilities of one or more support staff members
- 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

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CRIMINAL DEPUTY II

Spec No. 5033

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. A Deputy Prosecuting Attorney II may work under the supervision and training of another Deputy Prosecuting Attorney II or III and may be directed by Assistant Chief or Chief Criminal Deputy to supervise one or more support staff members. Work is evaluated through conferences and periodic reviews.

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. 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, December 2004, August 2017
Previous Spec No. 620666
EEO Category: 2 - Professionals
Pay Grade: 402 - Prosecuting Attorney Criminal Pay Plan
Workers Comp: 5306 Non-Hazardous