

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CRIMINAL DEPUTY III

Spec No. 5034

BASIC FUNCTION

To perform the most difficult and complex professional legal tasks in the Criminal Division. This is an advanced range attorney classification in the Criminal Division of the Prosecuting Attorney's Office. Prepares and presents the most complex and sensitive cases, serves as unit leads, mentors, trains and supervises other Deputy Prosecuting Attorney's and supervises support staff where directed by an Assistant Chief Criminal Deputy or the Chief Criminal Deputy Prosecutor.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs all of the duties of a Criminal Deputy Prosecuting Attorney I and II.
2. Successfully manages cases at all stages of review, charging, trial preparation, trial, and pre- and post-trial motions; appropriately manages litigation costs.
3. Supervises attorneys and support staff; works with attorneys and support staff to help them reach their professional potential; follows steps of progressive discipline where necessary; ensures timely completion of six month evaluations.
4. 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.
5. Understands that the paramount duty is to seek justice, keeps track of all costs associated with each case; while cost should never direct the 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. Effectively works across division and departmental lines to achieve goals.
7. Assists and mentors others when asked or as directed.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Legal degree from an accredited law school; AND ten (10) years of experience in the practice of law. A member in good standing with Washington State Bar Association. Must pass all job related tests.

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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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- charging and disposition standards
- evidence rules, court rules, and criminal law
- 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
- 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, 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
- to be a solid example of reliable attendance, competence, and dedication
- support the Washington State Bar Association's aspirational goals for *pro bono* work

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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. The employee may work under the supervision and training of another Deputy Prosecuting Attorney and may be directed by an Assistant Chief or Chief Criminal Deputy to supervise one or more attorneys or support staff members. Work is evaluated through conferences, periodic reviews, and written evaluations.

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, August 2017
Previous Spec No. 620667
EEO Category: 2 – Professionals
Pay Grade: 403 – Prosecuting Attorney Criminal Pay Plan
Workers Comp: 5306 Non-Hazardous