

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PROSECUTING ATTORNEY, FAMILY SUPPORT DEPUTY III**

Spec No. 5081

### **BASIC FUNCTION**

To perform the most difficult and complex professional legal tasks in the Family Support Division. This is an advanced range attorney classification in the Family Support 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 the Chief Family Support Deputy Prosecutor.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Performs all of the duties of a Family Support Deputy Prosecuting Attorney I and II.
2. Successfully manages cases at all stages of review, and litigates the most complex child support actions.
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, Division of Child Support, and other administrative bodies, 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.

### **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:

- legal principles and practices, including family support and administrative law and procedure relevant to all units within the Family Support Division;
- evidence rules, court rules, and family 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 the Chief Family Support 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

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- support the Washington State Bar Association's aspirational goals for *pro bono* work

#### SUPERVISION

The employee reports to and receives direction from the Chief Family Support Deputy Prosecuting Attorney. The employee may work under the supervision and training of another Deputy Prosecuting Attorney and may be directed by the Chief Family Support 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: January 2020

EEO Category: 2 – Professionals

Pay Grade: 403 – Prosecuting Attorney Criminal Pay Plan

Workers Comp: 5306 Non-Hazardous