



DEPUTY PROSECUTING ATTORNEY I JOB DESCRIPTION

Job Title: Deputy Prosecuting Attorney I -

Job Code: LL170

Criminal

Effective Date: October 2007

Pay Grade: 26

Revision Date: September 2020

FLSA: Exempt

NATURE OF WORK

Under close supervision, assesses, prepares and prosecutes misdemeanor cases; represents the Lewis County Prosecuting Attorney in all aspects of assigned District Court cases.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Represents the Lewis County Prosecuting Attorney in prosecuting persons charged with misdemeanor criminal offenses and probation violations; consults with supervisor to assure that cases are resolved within office policy guidelines; learns prosecutorial techniques and strategy, and negotiation and trial skills.
- Reviews citations, arrest sheets and other law enforcement documents; gathers facts and data; conducts factual and legal analysis to determine whether charges should be filed.
- Reviews motions filed in cases, provides assessment and recommendations, and disposes of motions in accordance with instructions and standard protocols; receives and reviews documents, memoranda, briefs and other filings; reviews filings for jurisdictional and statutory requirements; attends conferences with defense counsel concerning settlement of cases.
- Manages assigned cases; confers with witnesses and victims of crime; negotiates plea agreements with defense counsel within designated scope of authority; develops trial and prosecution strategy for approval by supervisor.
- Coordinates with members of the Lewis County Sheriff's Office, members of other law enforcement agencies, and other involved parties to establish and verify basis for prosecution or dismissal.
- Represents the Lewis County Prosecuting Attorney at arraignments, hearings and trials; identifies and subpoenas witnesses, records and other information required to present the case; compiles and presents evidence; brings cases before the court and argues facts of the case in relation to points of law, case law and legal precedent; interviews and cross-examines witnesses.
- Drafts complaints, briefs, motions and other legal documents; prepares memoranda of law, briefs and other filings and legal documents as required.
- Assists prosecuting attorneys in preparing complex misdemeanor arraignments, motions, pleas, and hearings.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment and involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Deputy Criminal Prosecutor job series; incumbents work under close supervision and make prosecutorial decisions within a designated scope of authority.

EMPLOYMENT STANDARDS:

Juris Doctorate's Degree is required.

Must be licensed by the Bar to practice law in the State of Washington, remain active with all Washington Bar annual requirements, and maintain a clear criminal record.

A valid Driver's License is desirable.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- State of Washington criminal statutes, rules, administrative orders, policies and procedures, and applicable Federal rules and regulations.
- Prosecuting Attorney's protocols and strategies of negotiation and litigation.
- Procedures and protocols for trial court, arraignment, and other legal proceedings.
- Legal research methods, techniques, sources, databases, and other research tools.
- Legal case management procedures.
- Principles and protocols for the evidentiary gathering of information, documents, financial records, and other data that may be used in court.
- Duties, powers, authorities, and limitations of a Prosecutor, including rules of professional conduct and standards for ethical behavior.

Skills in:

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Reviewing and assessing legal issues and documents.
- Assessing and applying criminal laws to information, evidence, and other data compiled.
- Researching and identifying precedence in case law.
- Interpreting technical instructions and assessing legal system variables.
- Utilizing and evaluating electronic legal research and online systems.
- Establishing cooperative working relationships with co-workers, attorneys, law enforcement agencies, and other participants in the criminal justice process.
- Operating a personal computer, utilizing standard office software and specialized legal software programs.
- Maintaining technical records and files.
- Communicating effectively verbally and in writing.