



DEPUTY PROSECUTING ATTORNEY III - CIVIL

JOB DESCRIPTION

Job Title: Deputy Prosecuting Attorney III -

Job Code: LL175

Civil

Effective Date: October 2007

Pay Grade: 32

Revision Date: September 2020

FLSA: Exempt

NATURE OF WORK

Under general supervision, manages legal issues, litigates and negotiates civil cases and contracts, minimizes risk and liability, and advises County staff on civil law issues.

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 the defense and resolution of civil law cases and issues; minimizes County's risk and liability; litigates and negotiates civil cases and contracts; manages assigned cases and assures that they are resolved within office policy guidelines.
- Confers with, and offers advice and counsel to County officials and employees; applies legal expertise in a variety of legal fields including labor & employment, administrative, contract, tort, tax, forfeitures, and other fields of civil law which apply to county government.
- Manages assigned legal issues; confers with participants; negotiates agreements with opposing parties; conducts and directs investigations as needed; litigates and resolves cases.
- Reviews pertinent decisions, policies, regulations, resolutions, contracts, claims, and other assigned legal matters; resolves issues within a designated scope of authority.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates witnesses, records, and other information required to present the case; prepares and presents legal documents and analyses as required.
- Represents the County at hearings and arbitrations; brings cases before civil courts; compiles and presents evidence; prepares witnesses and victims for trial testimony; examines witnesses and argues facts of the case in relation to points of law, case law, and legal precedent.
- Coordinates the review, approval, and negotiation of contracts and agreements; conducts factual and legal analysis to determine whether contracts and agreements should be signed.
- Drafts legal documents; prepares memoranda of law, briefs, agreements, and other legal filings and documents as required; evaluates case files and researches missing and incomplete information.
- Coordinates with other County Attorneys in preparing complex cases and legal documents.
- Participates on technical and advisory teams, providing advice and information on regulatory compliance and risk management issues; monitors and reviews trends in risk management and labor issues.
- Coordinates with other attorneys in preparing complex cases and legal documents; coordinates trials, forfeiture actions, and appellate cases as needed; assists in the training of County staff as needed.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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

DISTINGUISHING CHARACTERISTICS:

This is the journey-level specialist position in the Deputy Civil Attorney job series; incumbents litigate and negotiate civil law cases and contracts within a designated scope of authority; four year's legal practice experience is required.

EMPLOYMENT STANDARDS:

Juris Doctorate (JD) degree required; AND four (4) year's legal practice experience, including labor and employment law experience; OR an equivalent combination of education, training and experience.

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.

Washington State Driver's License is desirable.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County organization, operations, policies, and procedures.
- State of Washington criminal and civil statutes, rules, administrative orders, policies and procedures, and applicable Federal rules and regulations.
- Prosecuting Attorney's protocols and strategies of negotiation and litigation.
- Legal precedents and court decisions impacting local government, including labor and employment law.
- Legal case management procedures and records management requirements.
- Procedures and protocols for trial court, hearings, and other legal proceedings.
- Legal research methods, techniques, sources, databases, and other research tools.
- 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 Prosecuting Attorney, 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 analyzing legal issues and documents, and recommending effective solutions.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing and applying civil laws to information, evidence, and other data compiled.
- Mediating and negotiating difficult and complex situations.
- Prosecuting and defending cases, developing strategies, presenting legal arguments, and mediating difficult cases and issues.
- Litigating cases in legal hearings and courtroom settings, and presenting legal arguments.
- Using effective interrogative procedures, and recognizing suspicious and deceitful behavior patterns.
- Researching and identifying precedence in case law.

- Interpreting technical instructions, and analyzing legal system variables.
- Utilizing and evaluating electronic legal research and on-line systems.
- Establishing and maintaining cooperative working relationships with co-workers, attorneys, law enforcement agencies, and other participants in the civil justice process.
- Operating a personal computer, utilizing standard office software and specialized legal software programs.
- Maintaining technical records and files.
- Effective verbal and written communication.
- Communicating effectively verbally and in writing.