



# DEPUTY PROSECUTING ATTORNEY II - CIVIL JOB DESCRIPTION

Job Title: Deputy Prosecuting Attorney II -

Job Code: LL177

Civil

Effective Date: October 2007

Pay Grade: 28

Revision Date: September 2020

FLSA: Exempt

## NATURE OF WORK

Under general supervision, investigates legal issues, prepares and presents legal responses, litigates and negotiates civil cases and contracts, and advises County staff on a variety of legal 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 prosecution, defense and resolution of civil cases brought for and against the County; manages assigned cases and ensures 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 administrative, contract, tort, environmental, regulatory, public disclosure requests, and other fields of law which apply to county government.
- Manages assigned legal issues; confers with participants; negotiates agreements with opposing parties.
- Reviews pertinent decisions, policies, regulations, resolutions, tax appeals, public disclosure requests 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; brings cases before civil courts; compiles and presents evidence; 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; conducts factual and legal analysis to determine whether contracts should be signed.
- Drafts legal documents; prepares memoranda of law, briefs, agreements and other legal filings and documents as required.
- Monitors and reviews trends in legal issues and civil justice.
- Coordinates with other attorneys in preparing complex cases and legal documents; assists with trials and appellate cases as directed; improves negotiation and trial techniques and tactics; assists in the training of legal staff as needed.

## 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 journey-level position in the Deputy Civil Attorney job series; incumbents litigate and negotiate civil cases and contracts within a designated scope of authority.

**EMPLOYMENT STANDARDS:**

Juris Doctorate's Degree is required; AND two (2) year's legal practice 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.

A valid 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.
- 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.
- Litigating cases in legal hearings and courtroom settings.
- Researching and identifying precedence in case law.
- Prosecuting and defending cases, presenting legal arguments, and mediating difficult situations.
- Analyzing and applying civil laws to information, evidence and other data compiled.
- Interpreting technical instructions and analyzing legal system variables.
- Utilizing and evaluating electronic legal research and online 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.

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- Communicating effectively verbally and in writing.