



# CHIEF CRIMINAL DEPUTY PROSECUTING ATTORNEY JOB DESCRIPTION

Job Title: Chief Criminal Deputy Prosecuting  
Attorney

Job Code: LL110

Effective Date: October 2007

Pay Grade: 38

Revision Date: September 2020

FLSA: Exempt

## NATURE OF WORK

Under limited supervision, manages the operations and staff of the Lewis County Prosecuting Attorney's Criminal Division; provides in-house legal advice on a wide variety of municipal, tax, regulatory, land use, and employment topics; and ensures effective and consistent prosecution, defense, and resolution of civil cases for the protection of the County and the welfare of the Community.

## 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.*

- Directs the planning and management of the Civil Division; ensures that cases are resolved within office policy guidelines; anticipates problems and pursues solutions; establishes legal strategies.
- Directs Civil Division operations; evaluates and analyzes issues, and recommends and implements solutions; manages civil cases and may assist with criminal cases as needed.
- Provides leadership, direction and coaching to attorneys and staff in the areas of performance management, problem resolution, planning, and work assignments.
- Receives or solicits questions or concerns from all County offices and departments; provides in-house legal on wide variety of municipal, tax, regulatory, land use, and employment topics.
- Prioritizes and assigns cases, requests for assistance and legal analysis projects; coordinates the development of ordinances, resolutions, contracts, findings and legal memoranda; reviews and edits the attorney's work products; attends meetings to explain and defend legal positions.
- Reviews law enforcement documents; conducts factual and legal analysis to determine whether civil cases should be prosecuted, defended or negotiated; prioritizes and assigns cases and projects; reviews and approves case strategy; advises professional staff on legal tactics and rules of evidence.
- Counsels, trains and coaches attorneys and support personnel; develops staff skills and conducts performance evaluations; provides direction and guidance in legal analysis, strategies and negotiations.
- Supervises and participates in civil cases; reviews and approves legal agreements and documents.
- Reviews case resolutions, performance statistics, and staff productivity, and makes recommendations regarding improved performance of professional staff.
- Monitors and reviews trends in local government issues and civil law, and recommends operational, procedural and policy improvements.
- Coordinates with members of the law enforcement agencies, outside organizations, and other participants in the civil and criminal justice system; serves as a liaison between the Prosecuting Attorney and various organizations local, State and Federal agencies.
- Represents the County to citizens, public and private organizations; prepares and presents speeches and reports for internal and external audiences.
- Develops and reviews office policies and procedures; participates in management of budget and expenditures.

- Responds to requests for information; provides technical information to other participants in the criminal justice system as authorized; identifies and researches legal issues, and recommends solutions.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

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

**EMPLOYMENT STANDARDS:**

Juris Doctorate's Degree is required; AND seven (7) year's trial court or in-house experience, preferably as a Deputy Prosecuting Attorney or municipal lawyer; 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.

A valid Driver's License is desirable.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Office and applicable County policies and procedures.
- Techniques and practices for effective, efficient and cost effective management of allocated resources.
- 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 case management procedures, tactics and techniques.
- Legal precedents and court decisions governing civil law and local government operations.
- Procedures and protocols for trial courts, 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 or to inform legal decision-making.
- Duties, powers, authorities and limitations of a Prosecutor, including rules of professional conduct and standards for ethical behavior.

**Skills in:**

- Planning, assigning, training and supervising the work of others.
- Setting priorities and developing and directing legal strategies and tactics.
- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing and analyzing legal issues and documents, and recommending effective solutions.
- Mediating and negotiating difficult and complex situations.

- Developing, refining and presenting legal strategies.
- Analyzing and applying criminal and civil laws to information, evidence and other data compiled.
- Researching and identifying legal precedent.
- Litigating cases in legal hearings and courtroom settings and presenting legal arguments.
- 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 criminal 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.