



# CHIEF CIVIL DEPUTY PROSECUTING ATTORNEY JOB DESCRIPTION

Job Title: Chief Civil Deputy Prosecuting

Job Code: LL100

Attorney

Effective Date: October 2007

Pay Grade: 137

Revision Date: September 2020

FLSA: Exempt

## NATURE OF WORK

Under limited supervision, manages the operations and staff of the Lewis County Prosecuting Attorney's Civil Division; 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 major civil cases and assists 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.
- 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 major 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 and 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; manages 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 experience, preferably as a Deputy Prosecuting Attorney.

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.
- 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.
- 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 laws to information, evidence, and other data compiled.
- Researching and identifying precedence in case law.
- 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 online 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.
- Communicating effectively verbally and in writing.