

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**CHIEF OF STAFF – PROSECUTING ATTORNEY**

Spec No. 1180

**BASIC FUNCTION**

The primary duties of this class are to provide oversight and management of the Prosecutor's Office and directly assist the Prosecuting Attorney. A member of the executive management team, the Chief of Staff performs highly responsible and complex administrative and management duties. This class may, from time to time, assume overall leadership and management responsibility for the office in the absence of or at the direction of the Prosecuting Attorney.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides leadership and direction in the selection and evaluation of staff. Makes hiring, discipline, termination, and other personnel decisions with the consent of the Prosecuting Attorney along with planning, scheduling, and assigning work to subordinate staff.
2. Provides leadership and direction in developing long and short term strategic goals and objectives for the office consistent with the statutory duties, mission and values of the office.
3. Develops and implements policy as assigned.
4. Plans, implements and manages organizational improvements within the office and facilitate across divisions or teams.
5. Establishes priorities, instructs and trains staff in correct methods and procedures, reviews and evaluates performance along with mediating problems and conflicts among attorneys and support staff.
6. Represents the Prosecuting Attorney's Office and explain policy and operations to various officials, agencies and community members including, judges, court commissioners, law enforcement officials, state, county or city officials, school officials, attorneys, community civil organizations, etc. and attend public and civic meetings and give speeches as requested. Serves on and/or represents the Prosecuting Attorney on specific task groups or committees as directed.
7. Provides leadership in the development and administration of the office budget. Monitors revenue and expenditures to ensure compliance with budget. Take the lead in the office with Grant management.
8. Maintains relationships with other agencies to address problems and resolve inter-agency conflicts as they arise.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Works with other executive managers and the Prosecuting Attorney on media relations including overseeing the release of information, press conferences, responses to inquiries on cases, etc.
10. Assumes responsibility for high priority cases or perform additional work of a Deputy Prosecuting Attorney in either the criminal or civil divisions as necessary.

STATEMENT OF OTHER JOB DUTIES

11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Member in good standing of the Washington State Bar Association; AND, four (4) years of relevant practice as an attorney with experience in criminal or civil trials, which includes at least two (2) years of significant supervisory experience or public administration experience; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must be a U.S. Citizen. Must pass job related tests.

PREFERRED QUALIFICATIONS

Public sector legal experience is preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public sector law office management
- human resources management and development
- principles and practices of local government administration

Ability to:

- operate a personal computer with applicable software
- use of effective oral, written and graphic communication and presentation skills
- perform effective public relations and problem resolution
- use effective supervision of staff and coordination with a diversity of others
- perform finance, budget and personnel administration
- handle multiple assignments and projects to meet deadlines
- try complex cases without direct supervision and the ability to supervise and function as an administrator

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**SUPERVISION**

The employee receives general direction from the County Prosecuting Attorney. The work is characterized by a broad latitude for the exercise of independent judgment and initiative on the employee's part. The work is evaluated through results obtained and the employee is held accountable for the attainment of goals and objectives.

**WORKING CONDITIONS**

The majority of the work is performed in an office environment. Some work may be in courtrooms. Some travel will be necessary to and from meetings. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2019  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 114 – Management and Exempt Pay Plan  
Workers Comp: 5306 – Non-Hazardous