

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY PROSECUTING ATTORNEY

Spec No. 0006

BASIC FUNCTION

Prosecuting attorneys are attorneys authorized by law to appear for and represent the state the counties thereof in actions and proceedings before the courts and judicial officers. Per RCW 36.27.020 Duties. The prosecuting attorney shall:

STATEMENT OF DUTIES

1. Be legal adviser of the board of county commissioners, giving them his/her written opinion when required by the board or the chairperson thereof touching any subject which the board may be called or required to act upon relating to the management of county affairs;
2. Be legal adviser to all county and precinct officers and school directors in all matters relating to their official business, and when required draw up all instruments of an official nature for the use of said officers;
3. Appear for and represent the state, county, and all school districts subject to the supervisory control and direction of the attorney general in all criminal and civil proceedings in which the state or the county or any school district in the county may be a party;
4. Prosecute all criminal and civil actions in which the state or the county may be a party, defend all suits brought against the state or the county, and prosecute actions for the recovery of debts, fines, penalties, and forfeitures accruing to the state or the county;
5. Attend and appear before and give advice to the grand jury when cases are presented to it for consideration and draw all indictments when required by the grand jury;
6. Institute and prosecute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of felonies when the prosecuting attorney has information that any such offense has been committed and the prosecuting attorney shall for that purpose attend when required by them if the prosecuting attorney is not then in attendance upon the superior court.
7. Carefully tax all cost bills in criminal cases and take care that no useless witness fees are taxed as part of the costs and that the officers authorized to execute process tax no other or greater fees than the fees allowed by law;
8. Receive all cost bills in criminal cases before district judges at the trial of which the prosecuting attorney was not present, before they are lodged with the board of county commissioners for payment, whereupon the prosecuting attorney may relax the same and the prosecuting attorney must do so if the board of county commissioners deems any bill exorbitant or improperly taxed;
9. Present all violations of the election laws which may come to the prosecuting attorney's knowledge to the special consideration of the proper jury;

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STATEMENT OF DUTIES (continued)

10. Examine at least once in each year the public records and books of the auditor, assessor, treasurer, superintendent of schools, and sheriff of his/her county and report to the board of county commissioners every failure, refusal, omission, or neglect of such officers to keep such records and books as required by law;
11. Examine once in each year the official bonds of all county and precinct officers and report to the board of all county commissioners any defect in the bonds of any such officer;
12. Make an annual report to the governor as of the 31st of December of each year setting forth the amount and nature of business transacted by the prosecuting attorney in that year with such other statements and suggestions as the prosecuting attorney may deem useful;
13. Send to the state liquor control board at the end of each year a written report of all prosecutions brought under the state liquor laws in the county during the preceding year, showing in each case, the date of trial, name of accused, nature of charges, disposition of case, and the name of the judge presiding;
14. Seek to reform, improve the administration of criminal justice, and stimulate efforts to remedy inadequacies or injustice in substantive or procedural law.

MINIMUM QUALIFICATIONS

No person shall be eligible for the office of prosecuting attorney in any county of this state, unless he/she is a qualified elector therein, and has been admitted as an attorney and counselor of the courts of this state.

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

[EEO policy and ADA notice](#)

Previous Spec No. 10007

EEO Category: 1- Officials and Administrators

Pay Grade: 007 - Elected Officials Pay Plan

Workers Comp: 5306 Non-Hazardous