

SNOHOMISH COUNTY JOB DESCRIPTION

ASSISTANT CHIEF CIVIL DEPUTY PROSECUTING ATTORNEY

Spec No. 5028

BASIC FUNCTION

To manage the day to day responsibilities, workload, litigation, and long range planning needs of the Civil Division of the Prosecuting Attorney's Office as assigned by the Chief Civil Deputy.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, supervises and evaluates the work of attorneys and support staff; participates in and makes recommendations regarding the hiring, discipline, transfer, and termination of employees; mentors, assists and trains employees.
2. Participates in the development of the Civil Division's budget; monitors and manages the budget as assigned; authorizes expenditures from funds allocated to the Civil Division as may be assigned by the Chief Civil Deputy.
3. Manages people, programs and projects to achieve goals within budgeted funds and available personnel; manages and coordinates unit plans, future needs, goals and objectives.
4. Assumes the duties of the Chief Civil Deputy in his/her absence as required or directed; represents the Civil Division before the County Council, County Executive, county departments, outside agencies, and the media, as requested by the Chief Civil Deputy; responds to inquiries relating to the division from county departments, outside agencies, media, and the general public.
5. Forecasts, plans and manages staffing, compensation and training requirements, facilities, information technology and other needs of the office, as assigned by the Chief Civil Deputy.
6. Supervises division personnel; ensures the timely completion of annual evaluations; recommends performance adjustments to the Chief Civil Deputy; conducts personnel investigations and hears grievances as directed by the Prosecuting Attorney or the Chief Civil Deputy.
7. Makes hiring, retention, promotion, and termination recommendations to the Chief Civil Deputy and the Prosecuting Attorney as requested.
8. Plans for the success of the division by helping the Chief Civil Deputy to set goals and objectives; monitors outcomes through performance measures.

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STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.
10. Provides comprehensive legal services to the County on the most complex, high visibility legal matters such as legal advice, strategic planning, risk management including but not limited to establishing reserves, negotiating coverage, managing contracts with third party administrators, and managing litigation information necessary to the county's risk management practices.

MINIMUM QUALIFICATIONS

A member in good standing with the Washington State Bar Association. Must have substantial experience in the field of municipal law, qualified to handle and make decisions on complex legal matters and to provide managerial supervision to the Civil Division. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License may be required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- legal principles and practices including civil and administrative law and procedure and specifically municipal law;
- principles and practices of personnel administration, including employment;
- principles and practices relating to law office management and supervision of attorneys;
- principles and practices of financial management, including public budgeting;
- municipal risk management practices.

Ability to:

- perform all of the job functions of a Civil Deputy I, II, and III;
- establish and maintain effective and positive work relationships with groups and individuals inside and outside the office, particularly attorneys, support staff, Bench, Bar, County Council, County Executive, county departments, and community;
- administer labor agreements relating to the Civil Division;
- administer Snohomish County policies;
- administer Snohomish County risk management practices;
- administer policies of the Office of the Prosecuting Attorney;
- work effectively across Unit and departmental lines to achieve goals;
- provide leadership and direction to division attorneys and support staff;
- work independently or as part of a team as necessary;

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KNOWLEDGE AND ABILITIES (continued)

Ability to: (continued)

- work effectively with the Prosecuting Attorney, Chief Civil Deputy, Civil Division Office Manager, and others in office administration;
- plan, coordinate and evaluate the work of civil division employees as assigned by the Chief Civil Deputy;
- develop confidence of personnel to effectively institute new programs, procedures, and personnel evaluations;
- develop short and long range goals, objectives, plans and budgets for the division, as requested by the Chief Civil Deputy;
- analyze and develop administrative systems, policies and procedures;
- implement and manage changes to office practices and procedures;
- maintain confidentiality of records and information, as required by law;
- exercise excellent judgment and tact in all relationships;
- be honest, ethical, and professional at all times;
- communicate effectively, orally and in writing;
- uphold the highest ethical standards and commitment to professionalism at all times;
- Support the Washington State Bar Association's aspirational goals for *pro bono* work.

SUPERVISION

The employee reports to and receives direction from the Chief Civil Deputy. Work is evaluated through conferences, periodic reviews, and written evaluations.

WORKING CONDITIONS

The work is performed in the usual office environment with periodic trips to the courthouse complex and outside locations to attend meetings, hearings, and other Office responsibilities. The employee is 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: Prior 1981

Revised and Retitled: December 1990 as Pros. Atty., Chief Civil Assistant

Revised and Retitled: August 1999

Revised: December 2004

Previous Spec No. 620663

EEO Category: 2 – Professionals

Pay Grade: 454 – Prosecuting Attorney Civil Pay Plan

Workers Comp: 5306 Non-Hazardous