

SNOHOMISH COUNTY JOB DESCRIPTION

ASSISTANT CHIEF CRIMINAL DEPUTY PROSECUTING ATTORNEY, APPEALS UNIT

Spec No. 5064

BASIC FUNCTION

To administer the Appeals Unit of the Criminal Division of the Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, supervises and evaluates the work of appellate attorneys and support staff in the appeals unit of the criminal division of the Prosecuting Attorney's Office; mentors, assists and trains criminal division employees.
2. Assumes the duties of the Chief Criminal Deputy Prosecutor in his/her absence as required or directed; represents the unit before the County Council, County Executive, County departments, outside agencies, and the media; responds to inquiries relating to the appeals unit.
3. Forecasts, plans and manages staffing, compensation and training requirements, facilities, information technology and other needs.

STATEMENT OF OTHER JOB DUTIES

4. Supervises personnel and ensures the timely completion of annual evaluations.
5. Perform related duties as required.

MINIMUM QUALIFICATIONS

A member in good standing with Washington State Bar Association; AND, ten (10) years experience as an attorney, qualified to handle and make decisions on criminal matters of exceptional complexity, and qualified to provide managerial supervision of the Appeals Unit of the Criminal Division. Significant experience in and exceptional knowledge of criminal law is expected. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License may be required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- federal, state, and local law and administrative rules relating to criminal law and criminal procedure;
- principles and practices of personnel administration, including employment;
- charging and disposition standards.

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Ability to:

- demonstrate exceptional skills as an appellate advocate;
- establish and maintain effective and positive work relationships with groups and individuals inside and outside the Office, particularly attorneys, support staff, Bench, Bar, county government, law enforcement agencies, and the community;

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- work effectively across division and departmental lines to achieve goals;
- provide leadership and direction to Criminal Division attorneys and support staff;
- work effectively with the Prosecuting Attorney, Chief Criminal Deputy Prosecutor, Criminal Law Office Manager and others in office administration;
- administer labor agreements relating to criminal division attorneys and support staff;
- plan, coordinate and evaluate the work of the appeals unit employees;
- develop confidence of personnel to effectively institute new programs, procedures, and personnel evaluations;
- develop short and long range goals, objectives, plans and budgets;
- 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;
- support the Washington State Bar Association's aspirational goals for *pro bono* work.

SUPERVISION

The employee reports to and receives direction from the Chief Criminal Deputy Prosecutor. 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 locations outside the courthouse complex 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](#)

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Class Established: January 2005

EEO Category: 2 – Professionals

Pay Grade: 454 – Prosecuting Attorney Criminal Pay Plan

Workers Comp: 5306 Non-Hazardous