

SNOHOMISH COUNTY JOB DESCRIPTION

ASSISTANT CHIEF CRIMINAL DEPUTY PROSECUTING ATTORNEY

Spec No. 5027

BASIC FUNCTION

To support the Chief Criminal Deputy Prosecutor's day-to-day management of and long range plans for the Criminal Division of the Prosecuting Attorney's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs all of the job duties of a Criminal Deputy Prosecuting Attorney I, II, and III.
2. Plans, organizes, coordinates, supervises and evaluates the work of criminal division attorneys and support staff; participates in and make recommendations regarding hiring, discipline, transfer, and termination of criminal division employees; mentors, assists and trains criminal division employees.
3. Participates in the development of the office budget; monitors and manages criminal division's budget; authorizes expenditures from funds allocated to the criminal division; monitors and makes recommendations regarding office-wide budget management.
4. Manages programs and projects to achieve goals within budgeted funds and available personnel; manages and coordinates departmental plans, future needs, goals and objectives.
5. Assumes the duties of the Chief Criminal Deputy Prosecutor in his/her absence as required or directed; represents criminal division before county council, with county executive, county departments, outside agencies, and the media; responds to inquiries relating to criminal division from county departments, outside agencies, media, and the general public.
6. Forecasts, plans and manages staffing, compensation and training requirements, facilities, information technology and other needs of the criminal division.
7. Supervises criminal division personnel; ensures timely completion of six month evaluations.
8. Makes hiring, retention, promotion, and firing recommendations for all criminal division staff to the Chief Criminal Deputy Prosecutor and the Prosecuting Attorney.

STATEMENT OF OTHER JOB DUTIES

9. Performs 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 matters of exceptional complexity, and to provide managerial supervision of the Criminal Division. Significant experience in and knowledge of criminal law is expected. Must pass all job related tests.

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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;
- principles and practices of financial management, including public budgeting;
- charging and disposition standards for the Office of the Prosecuting Attorney.

Ability to:

- establish and maintain effective and positive work relationships with groups and individuals inside and outside the Office of the Prosecuting Attorney, particularly attorneys, support staff, the Bench, the Bar, County Government, law enforcement agencies, and the community;
- 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, the Chief Criminal Deputy Prosecutor, the Criminal Law Office Manager and others in office administration;
- plan, coordinate and evaluate the work of all criminal division employees;
- develop confidence of personnel to effectively institute new programs, procedures, and personnel evaluations;
- administer the policies of the Office of the Prosecuting Attorney;
- administer county policies;
- administer labor agreements relating to criminal division attorneys and support staff;
- 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 WSBA'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.

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WORKING CONDITIONS

The work is performed in the usual office environment with periodic trips to locations outside the courthouse complex to attend meetings 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 as Chief Criminal Assistant Deputy Prosecuting Attorney

Revised: December 2004

Previous Spec No. 621668

EEO Category: 2 – Professionals

Pay Grade: 454 – Prosecuting Attorney Criminal Pay Plan

Workers Comp: 5306 Non-Hazardous