

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF CRIMINAL DEPUTY PROSECUTING ATTORNEY

Spec No.1077

BASIC FUNCTION

To lead and manage the day to day responsibilities and long range planning needs of the Criminal Division of the Prosecuting Attorney's Office, under the direction of the Prosecuting Attorney.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates, supervises and evaluates the work of criminal division attorneys and support staff; participates in and makes recommendations regarding the hiring, discipline, transfer, and termination of criminal division employees; mentors, assists and trains criminal division employees.
2. Participates in the development of the office's 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.
3. Manages programs and projects to achieve goals within budgeted funds and available personnel; manages and coordinates departmental plans, future needs, goals and objectives.
4. Assumes the duties of the Prosecuting Attorney in his/her absence as required or directed; represents the criminal division before the county council, with the county executive, county departments, outside agencies, and the media; responds to inquiries relating to the criminal division from county departments, outside agencies, the media, and the general public.
5. Forecasts, plans and manages staffing, compensation and training requirements, facilities, information technology and other needs of the criminal division.
6. Supervises criminal division personnel; ensures timely completion of six month evaluations; distributes merit money; conducts personnel investigations or hears grievances as directed by the Prosecuting Attorney.
7. Makes hiring, retention, promotion, and firing recommendations for all criminal division staff to the Prosecuting Attorney.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Member in good standing of the Washington State Bar Association; AND, ten (10) years experience, qualified to handle and make decisions on matters of exceptional complexity, and to

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF CRIMINAL DEPUTY PROSECUTING ATTORNEY

Spec No.1077

MINIMUM QUALIFICATIONS (Continued)

provide managerial supervision of the Criminal Division. Significant experience in and knowledge of criminal law is expected. Must pass all job related tests.

SPECIAL REQUIREMENTS

The Chief Criminal Deputy may need to file a bond with the County Auditor.

A valid Washington State Drivers License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state, local 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:

- perform all of the job functions of a Deputy Prosecuting Attorney I, II, III and Assistant Chief Criminal Deputy Prosecuting Attorney
- 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
- administer labor agreements relating to Criminal Division attorneys and support staff
- administer Snohomish County policies
- administer policies of the Office of the Prosecuting Attorney
- provide leadership and direction to Criminal Division attorneys and support staff
- work effectively with the Prosecuting Attorney, 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
- develop short and long range goals, objectives, plans and budgets relating to the division
- 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

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF CRIMINAL DEPUTY PROSECUTING ATTORNEY

Spec No.1077

SUPERVISION

The employee reports to and receives direction from the Prosecuting Attorney. Work is evaluated through conferences and periodic reviews.

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

Previous Spec No. 621668

Revised: December 2004

EEO Category: 1 – Officials and Administrators

Pay Grade: 455 – Prosecuting Attorney Criminal Pay Plan

Workers Comp: 5306 Non-Hazardous