

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **PROSECUTING ATTORNEY, CHIEF FAMILY SUPPORT DEPUTY**

Spec No. 5069

#### **BASIC FUNCTION**

To lead and manage the day to day responsibilities and long range planning needs of the Family Support 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 Family Support Division attorneys and support staff; participates in and makes recommendations regarding the hiring, discipline, transfer, and termination of division employees; mentors, assists and trains division employees.
2. Participates in the development of the Office's budget; monitors and manages the division's budget; authorizes expenditures from funds allocated to the division.
3. Manages programs and projects to achieve goals within budgeted funds and available personnel; manages and coordinates section plans, future needs, goals and objectives.
4. Assumes the duties of the Prosecuting Attorney in his/her absence as required or directed; represents the division before County Council, County Executive, County departments, outside agencies, and media; 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 Division.
6. Supervises personnel; ensures the timely completion of annual evaluations; distributes merit money; conducts personnel investigations and hear grievances as directed by the Prosecuting Attorney.
7. Makes hiring, retention, promotion, and termination recommendations for all division staff to the Prosecuting Attorney.

#### **STATEMENT OF OTHER JOB DUITES**

8. Perform related duties as required.

#### **MINIMUM QUALIFICATIONS**

Member in good standing of the Washington State Bar Association; AND, substantial experience in the field of family support and qualified to handle and make decisions on complex legal matters relating to the Family Support Division; AND, significant experience providing managerial supervision

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of a Family Support Division. Significant experience in and knowledge of family support law, civil procedure and public employment law is expected. Must pass all job related tests.

#### SPECIAL REQUIREMENTS

The Chief Family Support 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 family support law and civil procedure;
- principles and practices of personnel administration and employment;
- administration of labor agreements;
- principles and practices of financial management and public budgeting.

Ability to:

- perform all of the job functions of a Deputy Prosecuting Attorney I and II in the family support division;
- 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 Snohomish County policies;
- administer policies of the office of the Prosecuting Attorney;
- work effectively across division and departmental lines to achieve goals;
- provide leadership and direction to Family Support Division attorneys and support staff;
- work effectively with the Prosecuting Attorney and others in office administration;
- plan, coordinate and evaluate the work of all Family Support 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;

Ability to:

- communicate effectively, orally and in writing;
- support the Washington State Bar Association's aspirational goals for *pro bono* work;
- administer labor agreements relating to Family Support, attorneys and support staff;
- uphold the highest ethical standards and commitment to professionalism at all times.

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#### 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 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: January 2005

EEO Category: 1 – Officials and Administrators

Pay Grade: 455 – Prosecuting Attorney Civil Pay Plan

Workers Comp: 5306 Non-Hazardous