

SNOHOMISH COUNTY JOB DESCRIPTION
PROSECUTING ATTORNEY, CIVIL DEPUTY III

Spec No. 5031

BASIC FUNCTION

Provides a wide range of professional legal services to County government. This is an advanced range classification in the Civil Division of the Prosecuting Attorney's Office. Attorneys in this class are assigned to the most difficult and complex professional legal tasks, prepares and presents the most complex and sensitive cases for court or administrative hearing, provides lead direction and supervision of other attorneys and support staff; and coordinates the functions of a major work unit.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs all of the duties of a Civil Deputy I and II assigned to the same Unit; represents the County in assigned civil litigation by handling all aspects of assigned cases and/or claims, including discovery, motions, trials, and appellate practice.
2. Advises County departments and elected officials, and county boards and commissions on a variety of legal matters, including, but not limited to the legal implications of a particular action, inaction or decision.
3. Assists in civil prosecution of county code violations; prepares, reviews, and examines contracts, agreements, real property instruments, motions, ordinances, and other legal documents for County departments and elected officials.
4. Helps develop County legislation by researching, reviewing, and preparing proposed ordinances, motions, resolutions, policies, and other legislation.
5. Assists in the preparation of cases for administrative hearings and proceedings; performs legal research and provide legal opinions for projects as assigned.
6. Represents the County at involuntary commitment hearings.
7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Must be a member in good standing of the Washington State Bar Association; AND, ten (10) years experience in the practice of law. Must pass job related tests.

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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
- judicial procedures and the law of evidence
- appellate practice
- office procedures, methods, and equipment, including computers and applicable software applications
- methods and techniques of legal research
- rules of professional conduct

Ability to:

- define legal issues, collect and analyze information, and recommend action
- communicate clearly, concisely, and effectively, both orally and in writing
- perform high quality legal research
- analyze and accurately prepare a wide variety of legal documents
- work under pressure and with individuals who may be distraught or challenging
- meet deadlines
- work with Snohomish County policies
- work with policies of the office of the Prosecuting Attorney
- use time and resources efficiently
- organize and perform multiple tasks to meet deadlines
- 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, Division of Child Support, and community
- work effectively across unit, departmental, and organizational lines to achieve goals
- work independently or as part of a team, as necessary
- assist others when asked or directed
- maintain a high level of confidentiality of records and information
- exercise excellent judgment and tact in all relationships
- communicate clearly, effectively, and courteously with attorneys, judges, and the general public

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- respond quickly and effectively to unanticipated situations
- supervise the day to day and long range work responsibilities of one or more support staff members
- uphold the highest ethical standards and commitment to professionalism in all areas of work performance and practice
- be courteous, professional, and honest at all times
- comply with office standards and policies
- 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, Assistant Chief Civil Deputy, or the lead attorney responsible for the Unit assigned. The employee may work under the supervision and training of another Civil Deputy and may be directed by an Assistant Chief or Chief Civil Deputy to supervise one or more attorneys or support staff members. 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 are 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 Prosecuting Attorney, Senior Civil Deputy II

Revised and Retitled: December 1996

Revised: December 2004

Previous Spec No. 621662

EEO Category: 2 - Professional

Pay Grade: 453 – Prosecuting Attorney Civil Pay Plan

Workers Comp: 5306 Non-Hazardous