

SNOHOMISH COUNTY JOB DESCRIPTION

PROSECUTING ATTORNEY, FAMILY SUPPORT DEPUTY I

Spec No. 5066

BASIC FUNCTION

To provide professional legal services to the State Division of Child Support. This is an entry-level attorney classification in the Family Support Division of the Prosecuting Attorney's Office. Attorneys in this class are generally assigned to more routine professional legal tasks and, over time, work with greater independence and assume responsibility for progressively difficult and complex assignments as experience is gained.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Litigates child support actions as assigned.
2. Establishes support orders, back support judgments, enforces valid child support orders, responds to pleadings or court actions to defend or protect the State interests, and files modification actions as required.
3. Manages appeals of cases in assigned caseload.
4. Evaluates income information for purposes of establishing child support obligations and/or obligations for past child support.
5. Effectively manages assigned caseload in a timely and professional manner.

STATEMENT OF OTHER JOB DUTIES

6. Assists others as required.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Must be a member in good standing of the Washington State Bar Association. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License may be required.

SNOHOMISH COUNTY JOB DESCRIPTION

PROSECUTING ATTORNEY, FAMILY SUPPORT DEPUTY I

Spec No. 5066

KNOWLEDGE AND ABILITIES:

Knowledge of:

- legal principles and practices, including family, what's been assigned, civil and administrative law and procedure relevant to the assigned unit (e.g., law applicable to IV-D programs);
- judicial procedures and the law of evidence;
- basic appellate practices;
- office procedures, methods, and equipment, including computers and applicable software applications;
- methods and techniques of legal research;
- rules of professional conduct.

Ability to:

- uphold the highest ethical standards and commitment to professionalism at all times;
- define legal issues, collect and analyze information, and take appropriate 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;
- administer Snohomish County policies;
- administer 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 section, departmental, and organizational lines to achieve goals;
- 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;
- respond quickly and effectively to unanticipated situations;
- supervise the day to day and long range work responsibilities of one or more support staff members, where directed by an Assistant Chief or the Chief Family Support Deputy Prosecutor;
- 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.

SNOHOMISH COUNTY JOB DESCRIPTION

PROSECUTING ATTORNEY, FAMILY SUPPORT DEPUTY I

Spec No. 5066

SUPERVISION

The employee reports to and receives direction from the Chief Family Support Deputy Prosecuting Attorney. The employee may work under the supervision and training of another Deputy I, II or III and may be directed to supervise one or more 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. 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: 2 - Professionals
Pay Grade: 401 – Prosecuting Attorney Civil Pay Plan
Workers Comp: 5306 Non-Hazardous