



CLALLAM COUNTY
invites applications for the position of:

Deputy Prosecuting Attorney I - III (DOQ)

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|----------------------|---|
| SALARY: | \$8,356.28 - \$9,690.72 Monthly \$100,275.36 - \$116,288.64 Annually |
| DEPARTMENT: | Prosecuting Attorney |
| DIVISION: | Operations |
| OPENING DATE: | 08/29/22 |
| CLOSING DATE: | 12/31/22 11:59 PM |
| GRANT FUNDED: | No |

SUMMARY:

This is a full-time and benefits eligible position located at the top end of the deputy prosecutor I, II, III professional series. The position also serves as a deputy coroner.

The job description reflected in this posting is reflective of the DPA III. However, the Education/Experience and Training listed below is identified per position requirement.

The salary range for DPA I - DPA III is as follows:

DPA Pay Scale:

| | |
|---------------------------|------------|
| Step 1 – Range 63, Step 7 | \$6,368.70 |
| Step 2 – Range 63, Step 9 | \$6,691.12 |
| Step 3 – Range 71, Step 4 | \$7,205.61 |
| Step 4 – Range 71, Step 6 | \$7,570.38 |
| Step 5 – Range 71, Step 8 | \$7,953.64 |
| Step 6 – Range 78, Step 3 | \$8,356.28 |
| Step 7 – Range 78, Step 5 | \$8,779.30 |
| Step 8 – Range 78, Step 7 | \$9,223.77 |
| Step 9 – Range 78, Step 9 | \$9,690.72 |

Deputy Prosecuting Attorney I – Steps 1, 2, or 3

Deputy Prosecuting Attorney II – Steps 3, 4, 5, or 6

Deputy Prosecuting Attorney III – Steps 6, 7, 8, or 9

REQUIRED: Cover Letter, Resume & Writing Sample

Scope of Responsibility

The individual assigned to this classification is responsible for independently carrying out a broad range of complex criminal and limited civil legal assignments under the direction of higher level management staff, serving as a deputy coroner, and performing other duties as assigned.

TYPICAL DUTIES:

Criminal

- Screen law enforcement reports for legal sufficiency to support a criminal charge. Determine appropriate charges for crimes. Ensure crimes are charged. Develop case strategy

- Conduct research using a variety of search engines and software applications in support of charged or assigned criminal cases
- Utilize computer software systems to access, analyze and evaluate legal records and proceedings
- Prepare and file legal documentation necessary to prosecute criminal cases including informations, briefs, motions, pleadings, and related legal documentation
- Schedule charged or assigned criminal cases for trial before the district or superior courts as applicable
- Prepare cases for trial. Assure thorough investigation and organization of facts and information. Meet with opposing legal counsel, witnesses and victims. Interview law enforcement officers, victims, witnesses and other interested parties. Conduct discovery including making appropriate *Brady* disclosures. Coordinate and conduct depositions. Develop and prepare jury instructions. Handle pretrial hearings such as first appearances, arraignments, motions to suppress, and motions to compel
- Present and conduct courtroom proceedings necessary to effectively try or defend assigned cases. Conduct jury selection. Determine strategy including the organization, timing and order of evidence presentation and appearance of witnesses and related factors
- Keep the Chief Criminal Deputy Prosecuting Attorney and/or Elected Prosecuting Attorney informed of case progress and direction
- Advise law enforcement after hours with respect to arrests, searches, warrants, etc. Coordinate with federal, state and local law enforcement agencies as required
- Provide training to entry level deputy prosecutors, law enforcement personnel, and personnel of various criminal justice related agencies

Civil

- Provide legal advice to county elected officials, appointed department heads, employees, and county boards and commissions on a broad range of criminal justice issues affecting local government
- Research, develop and conduct strategy/negotiations in defense and prosecution of claims/cases for litigation/arbitration/mediation
- Investigate, negotiate, settle or litigate minor/major claims arising from the operations and activities of assigned county offices/departments
- Prepare and draft legal opinions, letter correspondence, memos, briefs, and settlement documents
- Keep the Elected Prosecuting Attorney or their designee informed of case progress and direction
- Serve as a member/liaison on various governmental boards or committees and related community organizations
- Provide training on a broad range of criminal justice issues to deputy prosecutors, law enforcement, and personnel from various governmental agencies

Coroner

- Perform deputy coroner duties as necessary to determine cause of death, the need for autopsy, direct disposition of a body, respond to calls during scheduled office hours, remain on-call after office hours, etc...

General

- Perform other duties as assigned

Essential Functions

- Exercise sound judgment in the performance of assigned duties on the basis of law, applicable policies and procedures, and ethical responsibilities
- Successfully prosecute and/or defend cases
- Prepare and present legal statements and arguments clearly and logically in both written and verbal form
- Provide legal advice and counsel
- Prepare clear and concise briefs, pleadings, motions, opinions, memorandums, agreements, contracts, correspondence and other legal documentation
- Perform legal research and Shepardize cases
- Prepare and present criminal and civil cases in trials and hearings
- Meet attendance standards necessary for successful job performance
- Communicate clearly and concisely, both orally and in writing
- Work independently and to use tact and sound judgment
- Operate a variety of office equipment including a computer and software applications
- Establish and maintain positive and effective working relationships with those contacted in the course of work

Key Competencies for this Position

- Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions
- Valuing Diversity: Help create a work environment that embraces and appreciates diversity treats all with acceptance and respect; and values diverse perspectives
- Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
- Relationship Building: Proven skills to create and maintain effective teams and partnerships
- Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
- Analytical Skills: Analytical skills with exceptional attention to detail

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Knowledge of the job assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description

Knowledge of customer service etiquette

Knowledge of relevant information, including applicable policies, procedures, laws and regulations

Knowledge of specialized terminology

Knowledge of software applications; keyboarding skills (may vary according to position assignment)

Knowledge of appropriate physical standards for computer work such as appropriate seating, arm and/or wrist use

Skill in:

Skill in interpersonal relationships

Skill in organization

Skill in being analytical

Skill in research skills

Skill in problem-solving and troubleshooting

Skill in conflict resolution

Skill in oral and written communications

Skill in word processing, spreadsheets and specialized software programs

Skill in adapting to changes in work load demand

Skill in working on multiple projects simultaneously

Skill in maintaining confidentiality of sensitive matters

Skill in responding to emergencies

Skill in following oral and written instructions

Skill in composing/generating and editing correspondence

Skill in communicating with people of diverse backgrounds

Skill in meeting deadlines

Skill in working in stressful environments

Skill in prioritizing work

Skill in working independently

Skill in working in a team setting

Skill in determining validity of information received

Skill in reading and interpreting applicable documents specific to position assignment

Ability to:

Ability to demonstrate competency in required job skills and knowledge

Ability to communicate clearly and effectively, both verbally and in writing, with coworkers, other government agencies, contractors, and the general public

Ability to work independently and as part of a team, coordinating with others to facilitate teamwork

Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time

Ability to learn and apply new skills

Ability to keep abreast of current developments using available resources effectively

Ability to be inquisitive

Ability to be methodical and logical

Ability to demonstrate accuracy and thoroughness at all times

Ability to be organized, showing excellent administrative skills

Ability to select and use appropriate communication methods

Ability to get along well with others

Ability to cooperate in a team environment

Ability to problem solve in a group environment

Ability to confront difficult situations while maintaining objectivity

Ability to keep emotions under control
Ability to exhibit good listening and comprehension
Ability to successfully prosecute cases to conviction withstanding appeal
Ability to prepare clear and concise briefs, pleadings, motions, opinions, memorandums, agreements, contracts, correspondence and other legal documentation
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with colleagues, subordinates, officials and employees of other departments and agencies as well as the general public
Ability to operate a variety of office equipment including a computer and software applications
Ability to participate in death investigations
Ability to maintain and carry a personal cellular phone in order to be contacted 24 hours a day
Ability to meet attendance standards necessary for successful job performance

EDUCATION, TRAINING, & EXPERIENCE:

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

DPA I

- **Education/Training**

Graduation from a law school accredited by the American Bar Association; Possession of a license in good standing to practice law in the State of Washington along with a thorough knowledge of Washington's criminal and related civil laws.

DPA II

Education/Training/Experience

- Graduation from a law school accredited by the American Bar Association; Possession of a license in good standing to practice law in the State of Washington along with a thorough knowledge of Washington's criminal and related civil laws
- At least four years of progressively responsible experience in criminal or municipal law, depending on position advertised

DPA III

Education/Training/Experience

- Graduation from a law school accredited by the American Bar Association; Possession of a license in good standing to practice law in the State of Washington along with a thorough knowledge of Washington's criminal and related civil laws
- At least seven years of progressively responsible experience in criminal or municipal law, depending on position advertised

Licensing/Certification Requirements

Washington State Driver's License
U.S. citizenship (selected positions)
Pass polygraph test (selected positions)
Pass Psychological Evaluation (selected positions)
Pass Physical (selected positions)
Drug testing (selected positions)
Pass Background Check
Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

Physical Demands and Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While employees assigned to this position work primarily in an office/court setting they are also

expected to travel and work off-site. This may include serving as an on-call employee or deputy coroner. The duties of this position require sitting, standing, and walking; occasional light to moderate lifting; ability to operate a passenger vehicle; visual acuity (which may be corrected/assisted) to read and review written materials; and audio acuity (which may be corrected/assisted) to hear spoken conversations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.clallamcountywa.gov>

Position #2022-52

DEPUTY PROSECUTING ATTORNEY I - III (DOQ)

BW

223 E 4th Street
Suite 16
Port Angeles, WA 98362
3604172396

brenda.wenzl@clallamcountywa.gov
