



# Employment Opportunity

Kittitas County, Washington

**POSTED: 4/16/2019**

**CLOSES: Open Until Filled**

## DEPUTY PROSECUTING ATTORNEY

The current vacancy in the Prosecuting Attorney's Office is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. This position is responsible for criminal prosecutions in Kittitas County and/or providing legal counsel for Kittitas County government-related civil and criminal matters. While the job description covers the broad scope of duties that may be assigned to a Deputy Prosecutor, we are most interested in hiring an experienced criminal attorney to handle a felony caseload in the Kittitas County Superior Court. This position will be required to respond to serious crime scenes to familiarize themselves with investigations as they unfold, provide advice related to legal questions surrounding such investigations, and handle on-call advice to law enforcement on a rotating basis. Anyone who meets the qualifications stated below may apply. Screening will commence on 4/26/2019 and continue until a suitable candidate has been found.

<b>SALARY RANGE:</b>	Deputy Prosecutor I	\$4,773- \$6,423 per month.
	Deputy Prosecutor II	\$5,576- \$7,503 per month.
	Deputy Prosecutor III	\$6,107- \$8,217 per month.

### ESSENTIAL FUNCTIONS

**Responsible to carry out any or all of the following duties of Deputy Prosecutor as directed and assigned by the Kittitas County Prosecuting Attorney: prosecute crimes within the county (felony and misdemeanor) within Superior Court (including Juvenile cases) and District Court.**

- Review search warrants and other law enforcement generated investigative documents, advising on necessary changes and additions.
- Consult with law enforcement regarding their investigations; advise law enforcement about legal issues related to the criminal cases; take "on call" weeks to be available to answer law enforcement questions.
- Meet with and be accountable to members of the community regarding criminal prosecutions.
- Review reports for legal sufficiency and determine appropriate charges to be filed.
- Draft pleadings including Informations, and probable cause affidavits for warrants that are filed with the court as well as requests to investigative agencies for additional investigation needs.
- Identify witnesses and evidence in each case and contact/interview victims and witnesses before trials; work with legal assistants and victim witness personnel to provide complete discovery to defense.
- Prepare pre-trial motions and perform necessary legal research for drafting pre-trial, trial, and post-trial memoranda and briefs for the court.
- Respond to defense motions with legal research and argument.
- Perform as a trial litigator, including being able to:
  - Prepare for direct and cross-examination of witnesses, including further consultations with police, and research on witness backgrounds.
  - Prepare opening statements and closing arguments, bearing in mind voluminous court cases

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- which pertain to the allowable content of such statements and arguments.
- Select juries who will be fair and impartial and base their verdicts on evidence.
- Be prepared for making and meeting objections as they occur
- Know and be able to use the rules of evidence and the foundational requirements for any physical or testimonial evidence sought to be introduced in court by either side.
- Consult with victims regarding their input into plea bargaining decisions or sentencing.
- Correctly apply the various rules of the sentencing reform act to determine the presumptive range for criminal offenses, and take steps to ensure that adequate documentation of criminal history is available.
- Make appropriate recommendations for sentencing and be able to defend those recommendations in court.
- Work with probation officers and department of corrections personnel to come up with appropriate responses to probation violations.
- Present probation violation testimony as needed and argue for the position of the State.
- Draft appeals of pre-trial rulings as appropriate.
- Respond to defendant's appeals or personal restraint or habeas corpus petitions, performing all necessary legal research and writing of legal briefs.
- Argue appeals at the Superior Court, Court of Appeals, and/or the Supreme Court.
- Consult on a frequent basis with all other attorneys in the office handling criminal cases by being available for questions and providing guidance or feedback for other criminal Prosecuting Attorneys as appropriate; attend weekly attorney meetings.
- Work on special projects as assigned by the Prosecutor or as deemed appropriate to enhance prosecution of crime in Kittitas County.
- Read and become familiar with changes in the law regarding crimes and prosecutions, both statutory and case generated.
- Provide information and expertise as requested by community groups or classes.
- Negotiates cases with other parties and attorneys through written, in person, telephonic, and e-mail means.
- Report directly to the designated Chief Deputy in Criminal/Civil as assigned.
- Understand and follow all office policies
- Work effectively and cooperatively with office staff including receptionist, office administrator, legal secretaries/assistants, victim witness personnel, and other attorneys.
- Maintain an accurate calendar (preferably in Outlook) with court appearances, scheduled training, and any time out of the office (sick, vacation, meetings).

## **OTHER FUNCTIONS**

- Responsible for coverage for all Deputy Prosecutors in their primary area of assignment including but not limited to: Criminal prosecution in Superior, Juvenile and District Courts including Court of Appeals and Supreme Court, and civil duties as needed by the office.
- Perform any and all other tasks as may be required in the interests of the office or in the interests of justice.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

## **MINIMUM QUALIFICATIONS**

- High School diploma or GED equivalent.
- Juris Doctorate degree from an accredited law school followed by admission to the Washington

State Bar.

- Knowledge of applicable statutes, common law, case law, and procedural rules.
- Excellent written and oral communication skills.
- Ability to: Set priorities; work with law enforcement, other criminal justice personnel and clerical personnel; follow the rules of court; maintain professionalism; and provide service to the public on a daily basis.
- Valid Washington State driver's license.
- A criminal history and background check to include fingerprinting will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Communicate professionally and respectfully, both verbally and in writing.
- Maintain proper documentation in the courtroom setting.
- Maintain interpersonal relationships in a small office environment by treating peers and staff with respect, being mindful of communication styles and adjusting to fit the needs of the office environment.
- Be familiar with and abide by the all Rules of Professional Conduct for attorneys.

### **PREFERRED QUALIFICATIONS**

- Knowledge of municipal government law.

### **WORKING CONDITIONS**

The person in this position will be required to work in an office or courtroom setting, but may also travel to view crime scenes throughout the County. Sustained posture in a seated position, walking, kneeling, crouching, stooping, reaching, climbing (stairs or other), twisting, crawling, and prolonged periods of computer operation; and strength to lift up to 25 pounds or more with assistance. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, read printed materials, a computer screen, and assess situations in varying environments and degrees of light; and hearing and speech to communicate clearly in person or over the telephone.

The position involves constant deadlines, interruptions, and emergencies. The Deputy Prosecutor works with persons whose negative emotions may range from crying and nearly incapacitated to hostile and openly enraged.

Regular attendance and punctuality are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

## **SUPPLEMENTAL EXAM QUESTIONS**

1. Describe two situations in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.
2. Describe your experience and training that uniquely qualifies you for the position of Deputy Prosecuting Attorney. Be sure to include any experience and training you have with law and/or legal research and the court system.
3. Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.