

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Chief Deputy Prosecutor
Department: Prosecutor's Office
Annual Hours Worked: 2080

Position Number: 1003C
Classification: M7

1.0 MAJOR FUNCTION AND PURPOSE

Persons in this position are responsible for representing the county/state in all major criminal prosecutions. Persons also represent county agencies. Persons serve as Deputy Coroners responsible for responding to death scenes to ascertain death and cause thereof. Persons also perform the administrative / supervisory duties of the office in the absence of the Prosecuting Attorney.

2.0 SUPERVISION RECEIVED

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Prosecuting Attorney.

3.0 SUPERVISION EXERCISED

The Chief Deputy provides supervision, orientation, training, and lead direction to all junior deputies and office staff.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- Receives and evaluates police reports. Files charges when a crime has been committed on felony cases.
- Talks with crime victims in person or by telephone to discuss cases.
- Meets with police officers and other agencies, investigators, and witnesses. Assists investigations by giving legal advice and by directing officers to provide additional information.
- Studies publications, newsletters, advance sheets, and other related materials to keep informed of changes in the law. Attends continuing legal education seminars required to maintain license to practice law.
- Meets and speaks to defense attorneys to discuss cases which are pending or are subject to filing.
- Reads and responds in writing to written motions filed by defense attorneys. This includes motions to suppress, briefs for trials, pre-trial motions, and appellate briefs.
- Coordinate and organize the prosecution of criminal and civil cases for the county.
- Responsible for the prosecution of most complex felony and civil cases.
- Responsible for prosecution of juvenile cases.
- Assumes duties of District Court prosecutions and Support Enforcement services if other deputies are not available.
- Prepares civil advice to county officials and departments when required.
- Provides orientation, training, resources, and lead direction to all Junior Deputies.
- Primarily responsible for processing appellate caseload including preparation of briefs and memoranda and arguing before the Court of Appeals and Supreme Court.
- Screens felony case referrals submitted by law enforcement agencies to determine appropriate charges or direct follow-up investigation.
- Develops, recommends, and enforces office policy and procedure to assure efficient and effective operations in compliance with department goals and objectives as directed by the Prosecuting Attorney.
- Assigns, evaluates, and directs the work of office staff in the absence of Prosecuting Attorney.
- Assists in overall planning, organization, budgeting, and implementation of policies and procedures.
- Assures administrative functions including employee hiring and discipline, payroll, accounts payable, and overall office management in the absence of the Prosecuting Attorney or when directed by such.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Sufficient knowledge and familiarity in the practice of law in both the civil and criminal arenas.
- While performing the duties of this job, the employee is regularly required to sit and use hand/finger dexterity to handle objects. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl and reach with hands and arms.
- Good health and good physical condition are appropriate to the position. The employee must occasionally lift and/or move up to ten pounds. Specific vision requirements include close vision and the ability to read small print.
- Must be able to utilize communications equipment necessary to perform required duties.
- Ability to use a computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- Demonstrated successful supervisory experience is preferred. Implements and maintains sound organizational practices.
- Must maintain a high standard for accuracy, completeness, and efficiency in the preparation of legal documents. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

6.0 MINIMUM QUALIFICATIONS

- Must be a graduate of an accredited law school with a Juris Doctorate degree.
- Must be a member in good standing of the Washington State Bar Association and must be eligible to practice law in all courts within the state.
- Must have a valid Washington State Driver's License.
- Must have four (4) years prior experience as a deputy prosecutor and two (2) years prior experience with felony prosecutions and appellate practice.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- Has at least six (6) years prior experience as a deputy prosecuting attorney or prosecuting attorney.
- Has prior experience as a deputy prosecuting attorney in Adams County.
- Notary Public.
- Prior experience in office administration and management.
- Has significant experience in civil areas of practice such as land use, municipal law, public records disclosure, open public meeting law, municipal contracting, and employment discrimination.
- Familiarity with equipment commonly used in the performance of job duties.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.
- Understand the need for maintaining confidentiality.
- Effectively communicates with others both in writing and orally.

8.0 WORK ENVIRONMENT

- Work is normally performed indoors and there are frequent interruptions. Personal safety is of concern because of contact with defendants, hostile families, gang members, etc.
- Minimal travel is required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹

Adopted Resolution No. R-018-2016 creating position; setting classification and compensation level; and adopting job description.

Position redesignated from Range M6 to Range M7 effective January 1, 2021, pursuant to Resolution No. R-069-2020.