



# Employment Opportunity

Kittitas County, Washington

**POSTED: 7/24/15**

**CLOSES: When Filled**

## **DEPUTY PROSECUTING ATTORNEY**

The current vacancy in the Prosecutor's Office is a full-time, non-union, exempt, benefited position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence 7/31/15 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$4,015 - \$5,287 per month

### **GENERAL DUTIES:**

**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 Adult Felony, Juvenile, District Court, Civil, Sexual Assault and Support Enforcement.**

- 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.
- 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 for filing criminal information and requests or affidavits for warrants.
- Determine witnesses and evidence in each case and contact/interview victims and witnesses before trials.
- Prepare pre-trial motions and perform necessary legal research for drafting pre-trial and trial memoranda and briefs for the court.
- Respond to defense pre-trial motions with legal research and argument.
- 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 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.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
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- 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 Court of Appeals and 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.
- 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.
- Represent the State of Washington in all Paternity court proceedings.
- Obtain judgments for back child support and costs of establishing paternity when applicable.
- Respond to many general inquires about paternity issues and how to initiate a paternity proceeding.
- Responsible for supervising the Support Enforcement staff in the preparation and development of cases.
- Obtain and enforce court orders of child support.
- Communicate and work closely with other states' support enforcement agencies regarding case status.
- Represent the State of Washington in all UIFSA court proceedings.
- Represent State's interest in all support enforcement proceedings, and persuade judge to impose jail time or other sanctions for failure of responsible parent to pay child support.
- Investigate and collect evidence of both parents' financial status.
- Negotiate with attorneys or Pro Se respondents regarding child support issues.
- Calculate child support according to the Washington State child support schedules and Washington State law.
- Represent the State of Washington in all court modification proceedings.
- Evaluate county contracts and forms for legality and recommend changes in contracts and forms for the above referenced boards, commissions, elected officials, department heads, and their designees.
- Prepare and/or evaluate drafts of proposed resolutions and ordinances for the above referenced boards, commissions, elected officials, department heads, and their designees.
- Research civil legal issues on behalf of the county for the above referenced boards, commissions, elected officials, department heads, and their designees.
- Respond to public disclosure request made to the office of prosecuting attorney and assist each department's public disclosure office in public disclosure responses.
- Represent the Prosecutor's office at public meetings and executive sessions.
- Attend and participate at public meetings for the above referenced county boards and commissions as needed.
- Initiate and process appropriate county civil court actions and appeals on behalf of the County in State or Federal Court and represent the County in all proceedings related to such legal actions.
- Appear and represent the county in civil court actions and appeals brought against the county in State and Federal Court and represent the County in all proceedings related to such lawsuits.
- Advise all county boards, commissions, elected officials, appointed department heads and their departments on county civil or government issues.

- Advise and assist the Human Resource Department with issues pertaining to employment law and/or labor relations.
- Advise and assist all County departments with matters related to public records and public disclosure requests.

**Additional duties in support of management and/or office operations as appropriate due to experience and seniority.**

- Assist in screening and interviewing of prospective applicants for employment with the Prosecutor's office.
- Coordinate scheduling and coverage for meetings and work assignments with the Elected Prosecutor.
- Provide supervisory and/or mentoring support to junior Deputy Prosecutors.
- Attend and/or instruct at seminars, training or other meetings to provide information necessary or beneficial to fulfilling role as legal counsel for the County.
- Represent the Prosecuting Attorney in his absence or at his request.

**Other Functions:**

Responsible for back up 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, civil duties. Perform any and all other tasks as may be required in the interests of the office or in the interests of justice.

**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. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of experience in criminal and/or civil practice.
- 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, and meet with inmates at the jail. Sustained posture in a seated position, kneeling, crouching, stooping, reaching, climbing (stairs or other), and prolonged periods of computer operation; strength to lift up to 25 pounds or more with assistance; vision to read printed materials, a computer screen, and assess situations in varying environments and degrees of light; and hearing and speech to communicate 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. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Supplemental Exam Questions; and 5) Two (2) professional references and Two (2) personal references. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM APPLICATION:**

Please answer the following questions. The answers you supply to the following questions will be used to evaluate your application materials. You must answer the questions for your application materials to be considered complete.

(1) EXPERIENCE/TRAINING

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.

(2) WORKING UNDER PRESSURE

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.

(3) WORKING WITH PUBLIC OR CLIENTS

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.