

Deputy Prosecuting Attorney

Kittitas County, Washington

The Kittitas County Prosecutor's Office is currently seeking two (2) experienced Deputy Prosecuting Attorneys. These are full-time, exempt, benefit and retirement-eligible positions located in Ellensburg, WA. Candidates with limited experience will also be considered. Relocation assistance available for the ideal candidate.

Anticipated Hiring Range

\$127,020—\$170,892 per year

Full Wage Range

\$74,220—\$170,892 DOE



The Kittitas County Prosecutor's Office

The Kittitas County Prosecutor's Office is a small, close-knit office dedicated to victim-centric prosecution and commitment to a safe community. The office, employing 27 staff, is made up of two divisions; the Civil Division and the Criminal Division. The Civil Division serves as the attorney for Kittitas County, providing legal advice and representation. The Criminal Division receives referrals from law enforcement agencies to review for possible criminal charges. The office utilizes a paperless file system for case management and court dockets. The Kittitas County Prosecutor's Office values supporting a work/life balance for all staff, and strive to bring fun and laughter to each work day.

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Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County residents enjoy limitless activities and recreation opportunities year-round. With over 200 days of sunshine each year, residents and visitors can enjoy activities including hiking, camping, numerous golf courses, fishing and boating, horseback riding, cross country skiing, snowboarding, snow shoeing, snowmobiling, climbing, and backpacking.

Residents here enjoy the small-town feel with easy access to Seattle, just a two hour drive from Ellensburg, the largest city in Kittitas County. Ellensburg is well known for its friendly residents and rural life-style, along with summer music festivals, seasonal Farmer's Market, and the annual Kittitas County Fair and Ellensburg Rodeo.

The Position

The Prosecutor's Office handles both civil and criminal matters, and is seeking to hire one attorney in the Criminal Division and one attorney in the Civil Division. Deputy Prosecutors in the Criminal Division are expected to handle a District Court caseload. This position is responsible for misdemeanor criminal prosecutions in Kittitas County. In addition to the court work, Deputy Prosecutors in the Criminal Division are often called to work closely with investigators to provide advice and assistance with legal procedures such as obtaining search warrants or authorizations to intercept and record conversations. The Prosecuting Attorney's Office recognizes that the effects of crime can be profound and recovering from a crime can take time. We believe that victims and witnesses deserve to be treated with dignity and respect.

The Deputy Prosecutor in the Civil Division is responsible for providing high-quality legal support to Kittitas County, which will include advising Elected Officials and Department Heads, defending the County in litigation matters and drafting and reviewing contracts. The ideal candidate will be self-motivated, detail-oriented, and interested in working in a cooperative, team environment.

Benefits

Kittitas County provides base medical, dental, and vision insurance covered in full for employees and their eligible family members. Leave benefits include 11 paid legal holidays, vacation and sick leave, bereavement leave, FMLA, Washington State Paid Family & Medical Leave, and more. Student loan forgiveness is available under the Public Service Loan Forgiveness Program. Retirement benefits are provided through the Department of Retirement Systems (DRS).

Learn More

[Kittitas County career page](https://www.co.kittitas.wa.us/hr/jobs/)

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Elishia Harvill, Prosecutor's Chief Administrator

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JOB DESCRIPTION

Essential Functions

- Consult on a frequent basis with all attorneys in the office by being available for questions and providing guidance or feedback for other DPAs as appropriate; attend weekly attorney meetings.
- Work on special projects as assigned or as deemed appropriate.
- Read and become familiar with current laws and maintain proficiency with any changes in the law (statutory, admin, and/or caselaw).
- Provide information and expertise as requested by community groups or classes.
- Understand and follow all office policies.
- Work effectively and cooperatively with all office staff.
- Maintain an accurate calendar (using Outlook) with court appearances, scheduled training, and any time out of the office (sick, vacation, meetings).
- Communicate clearly and frequently with Division Chief about performance expectations, goals, and work habits.

Criminal Division Duties

- Prosecute crimes within the county (felony and misdemeanor), within Superior Court (including Juvenile cases), and District Court as assigned by the Kittitas County Prosecuting Attorney and or Division Chief.
- Review search warrants and other law enforcement generated investigative documents, advising on necessary changes and additions.
- Consult with law enforcement regarding their investigations when requested; advise law enforcement about legal issues related to the criminal cases; take "on call" weeks to be available to answer law enforcement questions 24/7.

Civil Division Duties

- Advise all County boards and commissions on civil issues.
- Advise all County Elected Officials and Department Heads regarding County government civil issues.
- Represent the Prosecutor's Office at public meetings and executive sessions.
- Research civil and legal issues on behalf of County boards, commissions, and departments.

Minimum Qualifications

- High School diploma or GED equivalent.
- Juris Doctorate degree from an accredited law school OR successful completion of the Rule 9 program, followed by admission to the Washington State Bar.
- Knowledge of applicable statutes, common law, case law, and procedural rules.
- Valid WSBA number/license.
- 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.