

# SKAMANIA COUNTY JOB DESCRIPTION

**TITLE: CHIEF DEPUTY PROSECUTING ATTORNEY**

**FLSA STATUS: Exempt**  
**Approved: 10/98**  
**Revised: 6/02; 1/08; 1/10**  
**Range: 32**

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## **SUMMARY**

The Chief Criminal Prosecuting Attorney is responsible for the overall supervision of the operations of the Criminal Division of the County Prosecuting Attorney's office, which includes prosecuting all criminal cases on behalf of the Prosecuting Attorney in the Superior Court, Court of Appeals, and Supreme Court, as well as representing the State in juvenile criminal matters, the state in civil non-support proceedings, and the County on criminal violations of County Ordinances. Responsibilities also include ensuring the protection of victims rights and serving as a resource for advice and/or information on criminal matters for law enforcement, government agencies, and/or the general public. Work is performed with considerable independence in accordance with the policies and procedures established by the Prosecuting Attorney. Serves as Deputy County Coroner.

## **ESSENTIAL FUNCTIONS**

Oversees the daily operations of the Criminal Division of the Prosecuting Attorney's Office, assigns work as appropriate, and assists in the evaluation of assigned staff on an annual basis.

Investigates and prepares all criminal prosecutions; reads and analyzes crime reports for sufficiency; determines probable cause; files all criminal charges and coordinates investigation and preparation of cases; researches and analyzes applicable statutes and case law.

Negotiates with defendants and defense counsel in plea agreements.

Obtains and prepares documentation supporting the restitution claims of victims and presents such at hearings.

Provides advice and information to law enforcement and/or the public regarding criminal court procedures and/or victims rights.

Monitors payments of financial obligations after conviction.

Prepares documents relating to violations of conditions of judgment and sentencing after conviction and presents that evidence at hearings.

Gives 24 hour advice to law enforcement regarding search warrants, investigations, arrest warrants and general criminal procedures.

Prepares, obtains, and presents the state's evidence and testimony at adult felony and/or juvenile trials. Prepares all documentation, including trial memorandum, jury instructions, pre-trial motions, witness interviews, and handles all physical evidence.

Researches all issues, prepares the necessary briefs, and presents oral arguments relevant to matters before the Appellate Courts.

As Deputy County Coroner, responds to and verifies any non-physician attended deaths within the county; determines cause of death; attends autopsy as necessary; and assists the victims family as required.

Handles public relations for the office, including meeting with and/or preparing press release statements for the media. Conducts and/or attends community meetings and respond to public concerns.

### **PERIPHERAL FUNCTIONS**

Serves on committees dealing with criminal justice issues.

Speaks to community groups

Performs other duties as assigned.

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

Extensive knowledge of the criminal justice system and criminal court rules and procedures.

Extensive knowledge of judicial procedures, rules of evidence, and legal research techniques.

Extensive knowledge of State and Federal Constitution Law and Criminal procedure.

Knowledge of common and state law.

Knowledge of county and local governments ordinances, policies, and other applicable regulations.

Knowledge of the various agencies and the interrelation of such.

Strong leadership skills.

Skills in reviewing various agency investigative reports and to make charging decisions.

Skill in preparing, trying and prosecuting cases in state courts.

Proficient use of standard office equipment including computers and Dictaphone.

Ability to supervise, train, assign tasks, and evaluate the work of employees.

Ability to organize, interpret, and apply legal principles and knowledge to legal problems in conducting legal research, preparing sound legal opinions, and presenting cases in court.

Ability to perform legal research, prepare written pleadings and other court documents, and present oral arguments to the Courts of Appeals and Supreme Court.

Ability to communicate clearly and concisely, orally and in writing.

Ability to maintain an effective and professional working relationship with a wide range of individuals and/or agencies.

Ability to learn new skills and to stay updated on changes with the law.

### **EDUCATION AND EXPERIENCE**

Graduate of law school accredited by the American Bar Association and must be a licensed attorney in good standing with the Washington State Bar Association.

A minimum of four years of felony jury trial experience. Some supervisory experience required.

### **WORKING CONDITIONS**

The work of the Chief Criminal Prosecuting Attorney is performed approximately 50% in an office environment, 25% in a courtroom, and 25% performing interviews, investigations, coroner's call, etc. Coroner duties and providing assistance to law enforcement requires the incumbent to basically be on-call 24 hours a day. Stress associated with competing priorities and strict timelines is a job element which must be successfully managed. Mistakes can have substantial adverse impact to the County and the community.

### **PHYSICAL REQUIREMENTS**

The duties of the above position require sitting, walking, stooping, bending, climbing, crawling, reaching, pulling, twisting, and the ability to lift up to 100 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

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The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

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