



## City of Des Moines, Washington

### JOB DESCRIPTION



## DEPUTY PROSECUTING ATTORNEY

Regular, Full-time

**Salary Grade:** E-20

**FLSA Status:** Exempt

**Union Status:** Non-represented

**EEO Category:** Professionals

### Nature of Work

Reporting directly to the City Prosecutor and overseen by the City Attorney, the Deputy Prosecuting Attorney is responsible for all phases of misdemeanor/ gross misdemeanor and civil prosecution services as assigned by the City Prosecutor. This position will also be supporting the City attorney as needed and performing administrative and paralegal assignments. Assignments are received from the City Attorney who is available for assistance. As a bona fide professional position, the Deputy Prosecuting Attorney is not covered by and/or exempt from the FLSA.

Duties are performed independently under direction of the City Prosecutor. The employee exercises independence and judgment in recommending departmental procedures, plans and goals in accordance with professional standards, municipal ordinances, and general City policy as requested by the City Attorney and subject to the City Attorney's approval. Work is reviewed through periodic consultation and evaluation of compliance with policy and departmental accomplishments.

### Essential Functions

- Maintains current knowledge of issues, legislation and regulations in case law and subjects affecting the City and relating to criminal law, police, and general public safety;
- Assures the preparation and maintenance of a variety of records, files, and reports related to the City's legal practice;
- Plans, coordinates and performs complex legal office operations to assure timely and efficient work output and oversight of professional service contracts; perform complex administrative duties involving department-wide impact and civil law and paralegal functions; assist other professional staff in the department as assigned.
- Tracks legal matters and maintain related legal and technical files and records, including case files, contract files, tracking spreadsheets, contract templates, and interdepartmental client resources.
- Assists attorneys in managing workloads and meeting deadlines through reminder systems, organizational assistance, client communication, and assistance with research and drafting.
- Answers phone calls and greets visitors; provides information of general or limited technical nature; take messages and refer callers to appropriate persons or departments as necessary.
- Assists in civil litigation, code enforcement, impound cases, and asset forfeiture matters; assists in preparing and serving pleadings, including complaints, notices of appearance,

motions, discovery, and briefs and responses thereto and all other pleadings necessary in court and administrative proceedings.

- Performs legal research to interpret, apply and explain statutes, codes and regulations.
- Exercises sound and ethical judgment in the decision-making processes required of the position;
- Competently uses a variety of computer applications pertaining to the legal field, including word processing, spreadsheets, legal research, and other applications;
- Reports for scheduled work with regular, reliable, and punctual attendance. Shows initiative in performing job functions;
- Performs related duties as required.

**Criminal/Civil Traffic duties:**

- Serve as Deputy Prosecuting Attorney in assigned criminal misdemeanor/gross misdemeanor cases and contested traffic infractions filed by the City; represent the City in jury and bench trials, arraignments, pre-trials, motions, sentencing, probation violations, and other misdemeanor and gross misdemeanor hearings and cases; review and analyze cases and probable cause; investigate and charge criminal cases; prepare documents including complaints, memoranda, and jury instructions; make plea offers and negotiate in various cases;
- Communicate with law enforcement and regulatory agencies, court personnel, and others to coordinate efforts, exchange information and assure compliance with regulations and grant requirements;
- Communicate and coordinate with City departments including police, code enforcement, and court staff regarding procedure, the legality of documents and instruments, and the prosecution of criminal cases;
- Organize case information and analyze pertinent case facts and evidence; research legal precedent and develop arguments as appropriate; prepare and supervise the maintenance of criminal case dockets, files, and other legal documents required to proceed with criminal cases;
- Communicate with witnesses, police, other attorneys, and defendants as needed; communicate and coordinate with court administrative personnel, City departments, public defenders, and other personnel in matters related to criminal cases;
- Perform appellate work as needed; research and prepare briefings and present oral arguments in court hearings as required.

**Necessary Knowledge, Skills, and Abilities**

Knowledge of:

- Modern policies and practices of municipal law and public administration.
- Civil and criminal litigation and appellate principles, practices, and procedures.
- Legal research, methodology, preparation and review of legal documents and instruments involving significant impact on City operations.
- Municipal government structure, operation, and jurisdiction.
- Negotiation and trial techniques and skills.
- Principles and practices of supervision and training.
- Public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

- Complex legal recordkeeping techniques and requirements.

Ability to:

- Work with elected officials on complex legal and policy issues in a public setting where different objectives and/or adversarial viewpoints may exist.
- Perform duties for the City Attorney when necessary due to absence or scheduling conflicts affecting the City Attorney and/or Assistant City Attorney.
- Provide legal advice to guide City policies, decisions, and activities.
- Represent the City at various court levels and tribunals in criminal and civil litigation.
- Communicate legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Exercise appropriate judgment and initiative in carrying out operations within a general set of rules, regulations, and legal prescriptions.
- Read, interpret, explain, and apply legal and technical language.
- Negotiate settlements in a variety of circumstances.
- Endure and accept the pressure of a heavy workload, changing priorities and deadlines.
- Train, supervise, and evaluate part-time personnel and/or volunteer workers.
- Analyze, evaluate, and organize case facts, evidence and precedents and make appropriate recommendations.
- Prepare and deliver effective oral presentations and arguments.
- Establish and maintain cooperative and effective working relationships with others.
- Handle confidential information and material with the highest degree of professional responsibility.
- Positively and effectively interact with diverse individuals to accomplish a common goal.
- Display appropriate interpersonal skills, tact, patience, and courtesy.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently and with little direction.

### **Education and Experience Requirements**

- Licensed to practice law in the state of Washington and a member in good standing of the Washington State Bar Association;
- Maintain a valid Washington State driver's license with good driving record

### **Special Requirements**

- Current license to practice law in the State of Washington.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Constant use of sight, hearing, and speech abilities are required to perform essential functions and communicate with others. Constant fine finger manipulation and use of hands

and arms in reaching/handling/ fingering/grasping while operating office equipment and computers, preparing written documentation, handling equipment, paperwork, etc. The incumbent is occasionally required to climb stairs, balance, stoop, kneel, crouch, bend, or crawl. Specific vision abilities include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Because of the nature of the work, the incumbent may be required to deal with irate, disgruntled, and sometimes hostile individuals requiring the use of conflict management and coping skills. The incumbent is frequently required to perform work in confidence and under pressure for deadlines and is required to maintain professional composure and tact, patience, and courtesy at all times. Works primarily indoors in an office environment with low-noise levels with occasional travel to various City facilities. Occasionally required to work weekends and evenings, including attending public meetings.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.