

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Chief Deputy Attorney**

<b>BAND:</b>	<b>GRADE:</b>	<b>SUBGRADE:</b>	<b>CLASS CODE:</b>
<b>DEPARTMENT:</b> Prosecuting Attorney/Assigned Counsel		<b>ACCOUNTABLE TO:</b> Department Head / Elected Official	<b>OVERTIME STATUS:</b> Exempt
<b>JOB SUMMARY:</b> Position is responsible for assisting the Department Head / Elected Official in the oversight and management of the day-to-day operations of the assigned Division. In consultation with the Department Head/Elected Official, develops, manages and coordinates a variety of functions, policies and procedures in the operations and programs of the Office. The Chief Deputy Attorney position is considered an executive management position.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Chief Deputy Attorney classification is the fifth level in a five-level Attorney classification series used for civil, criminal prosecution and indigent defense positions. The Chief Deputy Attorney classification is distinguished from other Attorney classes by the administrative oversight duties assigned and the complex nature of cases and assignments with the most severe consequences or impacts, the greater depth and/or breadth of experience, and the greater latitude of judgment and independence exercised in the performance of work assignments.  A Minimum of twelve (12) years of progressively responsible civil law experience of which includes three (3) years of supervisory or lead experience.  In criminal law, the incumbent has significant prior experience in criminal cases and trials in Superior Court and typically prosecutes or defends the most serious and complex level felony offenses in Juvenile Court or Superior Court with <b>low to minimal</b> supervision.  In civil law the incumbent normally practices in Juvenile court, Superior Court civil commitments, child dependency, or child support enforcement with <b>low to minimal</b> supervision <b>and performs lead or supervisory duties</b> .  In corporate counsel civil law works on the most complex and serious matters as assigned with <b>low to minimal</b> supervision.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b>		<b>BAND/ GRADE</b>
	Performs the most complex and most serious cases and assignments at a journey to advanced level, with low to minimal supervision in a wide variety of criminal and/or civil legal work, depending upon assignment. Uses attorney training, office resources, and timely involvement of supervisors to ensure effective and professional representation of parties involved. Position is responsible for providing review and oversight in the strategic assignment of cases to legal professional staff.  <p style="text-align: center;"><b>The duties listed below are only representative samples</b></p> <b>In Criminal Matters:</b>		
1.	Evaluates each case and assesses its factual and legal sufficiency under the law at each stage of a criminal proceeding by reviewing police and other reports and analyzing all information available. (Prosecution only: makes charging decisions regarding legal and factual sufficiency for filing of a case.)		
2.	Evaluates strengths, weaknesses and facts of each case for purposes of additional investigation, plea negotiations, development of case strategy and trial preparation.		

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3.	Coordinates or conducts case investigation for trial preparation as necessary. Arranges for tests of physical evidence, testimony of expert witnesses and interviews or directs interviews of witnesses as required. (Indigent defense only: interviews and confers with client regarding facts, plea discussions, trial, sentencing and progress of case and maintains client confidentiality.)	
4.	Instigates or responds to plea bargaining negotiations with opposing counsel and represents the interest of the state (prosecution) or client (indigent defense.)	
5.	Represents the state (prosecution) or client (indigent defense) at preliminary appearances, arraignments, pre-trial motions, pleas of guilty, sentencing hearings and post-trial matters such as restitution hearings and sentence reviews/amendments.	
6.	Conducts all trial actions including: selection of jury, opening arguments, direct and cross examination, introduction of evidence and exhibits, preparation of jury instructions, closing arguments and post-trial motions.	
7.	Responds to law enforcement (prosecution) or to individuals arrested who wish to consult with an attorney (indigent defense) at critical stages of proceedings.	
	<b>In Civil Matters:</b>	
8.	Represents petitioners (prosecution) or clients (indigent defense) at all stages of civil commitment proceedings, Involuntary Treatment Act hearings (mental), child support proceedings, paternity proceedings, contempt proceedings, child dependency proceedings, truancy proceedings, and drug forfeiture proceedings. Performs case evaluation, additional investigation, trial preparation, settlement negotiations, pre-trial motions, trials and appeals as required.	
9.	In all civil matters, performs case evaluation, additional investigation, trial preparation, settlement negotiations, pre-trial motions, non-jury and jury trials and appeals as required.	
	<b>In Corporate Counsel Civil Matters:</b>	
10.	Drafts and reviews ordinances, resolutions and contracts for County Commissioners and other government officials. Provides legal advice and training to County employees and officials regarding questions about or changes in the law affecting County operations.	
11.	Represents County officials and government in liability claims and complaints including tort and personnel matters, in administrative proceedings, in civil litigation arising from complaints and claims, and in claims and litigation filed by such County officials or government. Performs case evaluation and recommends action. Performs additional investigation, trial preparation, witness interviews and depositions, settlement negotiations, pre-trial motions, trials and appeals as required.	
	<b>Supervision In All Matters:</b>	
12.	Normally requires only <b>low to minimal</b> levels of supervision and exercises good judgment in consulting with supervisors or the supervising attorney. Performs formal supervisory duties including reviewing and assigning to other attorneys, evaluation of performance, resolution of ethical issues, and response to complaints. Participates in and recommends the selection of staff and evaluates employee performance and makes recommendations regarding employment actions.	
	<b>Other Duties As Assigned In All Matters:</b>	
13.	Performs other duties as assigned.	

**Knowledge of:** (position requirements at entry):

Knowledge of:

- The laws of the State of Washington, rules of evidence and procedure, and Washington Court rules;
- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the class description and essential duties;

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- The ethical and professional responsibilities of an attorney generally and for the field of assignment and;
- Supervisory theories, principles and practices (supervisory positions).

### **Skills** (position requirements at entry):

Skill in:

- Using a personal computer and related software applications, and operating basic office equipment;
- Performing legal research; analyzing and applying legal principles, statutes, constitutional provisions, facts, evidence and precedents to legal problems;
- Applying supervisory techniques and methods; and assigning, reviewing and evaluating the work of others (supervisory positions);
- Prioritizing work under varying conditions and effectively managing time;
- Finding solutions to problems and making decisions within the scope of responsibility and the law;
- Exercising sound judgment in consulting senior attorneys and supervisors with questions and concerns, and, in referring matters to others which are beyond the scope, knowledge or authority of the position.
- Working individually and cooperatively as a member of a team;
- Applying knowledge of the law in writing various documents, organizing evidence, drafting interview questions, presenting legal arguments, and legal and/or factual situations;
- Establishing and maintaining effective interpersonal relationships with co-workers, individuals involved in the court systems, media and diverse members of the public while maintaining focus on case and client interests;
- Maintaining confidentiality; and
- Communicating effectively, both orally and in writing, in clear concise language appropriate for the purposes involved and the parties addressed, including court appearances.

### **Training and Experience** (position requirements at entry):

- Minimum of twelve (12) years of law practice experience;
- A significant amount of jury trial and/or courtroom experience at the Juvenile Court and/or Superior Court level;
- Qualified by experience to handle contested the most serious and most complex matters and trials with **low to minimal** supervision in Juvenile Court and/or Superior Court;
- Supervisory experience

### **Licensing Requirements** (position requirements at entry):

Admission to the Washington State Bar; Admission to practice in the Supreme Court of Washington.

### **Working Conditions:**

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### **Classification History:**

New: 09/01/2022