

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Attorney I – Assigned Counsel

BAND:	GRADE:	SUBGRADE:	CLASS CODE: Attorney I
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Legal	OVERTIME STATUS: Exempt
JOB SUMMARY: Incumbents are responsible for providing professional legal work of a civil or criminal defense nature including legal research and analysis, case management and preparation, conduct of hearings and trials, and appeals.			
DISTINGUISHING CHARACTERISTICS: The Attorney I classification is the first level in a four-level Attorney classification series used for civil and indigent defense positions. The Attorney I classification is distinguished from other classifications in the series by the entry level nature of cases and assignments in terms of seriousness and complexity and by the greater supervision, direction and/or assistance from higher level attorneys received to perform the job.			
<p>In criminal case law, the incumbent typically practices in District court or Juvenile court in low level offenses with direct to close levels of supervision.</p> <p>In civil law the incumbent normally practices in Juvenile court in truancy, and at risk youth cases and/or in Superior Court civil commitments with direct to close levels of supervision.</p>			
DUTY NO.	ESSENTIAL DUTIES: Performs attorney cases and assignments at an entry level of complexity and seriousness with direct to close levels of supervision and/or assistance from higher level attorneys. Incumbents are responsible for providing professional work in a wide variety of criminal and/or civil practice areas depending upon assignment, which may change. Uses attorney training, office resources, and timely involvement of supervisors to ensure effective and professional representation of parties involved.	BAND/ GRADE	
	<p style="text-align: center;">The duties listed below are a representative sample only:</p> <p>In Criminal Matters</p> <ol style="list-style-type: none"> 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. 2. Evaluates strengths, weaknesses and facts of each case for purposes of additional investigation, plea negotiations, development of case strategy and trial preparation. 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. Interviews and confers with client regarding facts, plea discussions, trial, sentencing and progress of case and maintains client confidentiality. 		

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4.	Instigates or responds to plea bargaining negotiations with opposing counsel and represents the interest of the client.	C4
5.	Represents the client at preliminary appearances, arraignments, pre-trial motions, pleas of guilty, sentencing hearings and post-trial matters such as restitution hearings and sentence reviews/amendments.	C4
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.	C4
7.	Responds to individuals arrested who wish to consult with an attorney at critical stages of proceedings.	C4
In Civil Matters:		
8.	Represents clients at all stages of the following civil matters and proceedings: civil commitment proceedings (except under RCW 71.09), civil contempt, truancy, and at risk youth, and drug forfeitures. 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.	C4
Supervision In All Matters:		
9.	Normally requires direct to close supervision in handling cases or matters of the type assigned, including court appearances. Most always works with higher level attorneys in resolution of ethical issues, problems, and complaints regarding services provided.	
10.	Other Duties as Assigned In All Matters: Performs other duties as assigned.	C4

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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;
- The ethical and professional responsibilities of an attorney generally and for the field of assignment.

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):

Admitted to practice in Washington courts.

NOTE: If you are awaiting results of the Washington State Bar exam and/or awaiting admission into the WSBA, we encourage you to apply.

Licensing Requirements (position requirements at entry):

Admission to the Washington State Bar

Working Conditions: Position may have the potential exposure to the following:

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:

Date: 5/98 New Class: 1/1/99 Revised: 01/01/2012

Revised: 03/01/2015 Revised: 01/01/2023