

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

BAND:	GRADE:	SUBGRADE:	CLASS CODE: Attorney III
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 III classification is the third level in a four-level Attorney classification series used for civil, criminal prosecution and indigent defense positions. The Attorney III classification is distinguished from Attorney I and II by the greater experience required, including significant Juvenile and/or Superior Court jury trial and/or courtroom experience, by the complexity and seriousness of cases and assignments, and by moderate to low levels supervision, direction and/or assistance from higher level attorneys. The Attorney III position may be assigned lead or informal supervisory responsibility.			
A minimum of eight (8) years of law practice experience is required. A significant amount of jury trial and/or courtroom experience at the Juvenile Court or Superior Court level is required.			
In criminal law, the incumbent has significant prior experience criminal cases and trials in District court, Juvenile court, and/or Superior Court and typically prosecutes or defends moderate to serious felony offenses in Juvenile Court or Superior Court with moderate to low supervision.			
In civil law the incumbent normally practices in Juvenile court, Superior Court civil commitments, child dependency, or child support enforcement with moderate to low supervision and usually has lead or supervisory duties in an area of practice.			
DUTY NO.	ESSENTIAL DUTIES: Performs complex and serious cases and assignments at a journey to advanced level, with moderate 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. When assigned, exercises lead or limited supervisory authority.	BAND/ GRADE	
	The duties listed below are a representative sample only.	C4	
	In Criminal Matters:		
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.	C4	
2.	Evaluates strengths, weaknesses and facts of each case for purposes of additional investigation, plea negotiations, development of case strategy and trial preparation.	C4	
3.	Coordinates or conducts case investigation for trial preparation as necessary. Arranges for tests of physical evidence, testimony of expert witnesses and interviews	C4	

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	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.	
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.	C4
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.	C4
Supervision in All Matters:		
10.	Normally requires only moderate to low supervision. Is able to perform lead or limited supervisory duties when assigned, including assigning and reviewing cases to and with other attorneys, evaluation of performance, resolution of ethical issues, response to complaints regarding services provided.	C4
Other Duties As Assigned in In All Matters:		
11.	Performs other duties as assigned such as: participation in the management of the department; preparation of appellate briefs in connection with appeals; preparation of correspondence and pleadings on a personal computer; participation in or preparation and presentation of in-house training programs; and presentation of educational programs to local school, community or civic organizations.	

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;

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- 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):

A minimum of eight (8) 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 trial matters with **moderate to low** supervision in District Court, Juvenile Court and/or Superior Court.

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:

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

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