



## Yakima County Human Resources

Classification: Prosecuting Attorney I/II/III/IV

Job Req. ID: R1341

Department: Prosecutor's Office

Hours/Week: 40

Union: Non-Bargaining

**Annual Pay Range as follows:**

Attorney I - \$80,100 - \$86,703 (ATT I Step 1-5)

Attorney II - \$89,304 - \$100,571 (ATT II Step 1-7)

Attorney III - \$101,074 - \$113,825 (ATT III Step 1-7)

Attorney IV - \$115,248 - \$140,487 (ATT IV Step 1-11)

**Annual Hiring Range as follows:**

Attorney I - \$80,100 - \$85,003 (ATT I Step 1-4 DOQ)

Attorney II - \$89,304 - \$94,770 (ATT II Step 1-4 DOQ)

Attorney III - \$101,074 - \$107,260 (ATT III Step 1-4 DOQ)

Attorney IV - \$115,248 - \$122,302 (ATT IV Step 1-4 DOQ)

Temporary Hiring Incentive of \$12,000 (\$6,000 upon acceptance and \$6,000 after six months of employment) from February 1, 2023 to February 1, 2024

**Open Date: 01/04/2023**

**Close Date: Open until filled**

**Overview:**

Job closing date: Open until filled with weekly review of candidates

The Yakima County Prosecuting Attorney's Office has immediate openings for Attorneys at the Attorney I, II, III and IV levels. Candidates will work in a professional, collegial, and fast-paced environment. Assignment is at the discretion of the Prosecutor and placement may be in the Juvenile, District Court, Felony, or Special Assault division.

***This recruitment may be used to fill future vacancies that occur within 90 days of the closing of this position.*** (This excludes Yakima County Sheriff's Office and Department of Corrections)

**Benefits included in position:**

Health Care Benefits (*Medical, Dental, Vision, Basic Life and Basic LTD*)

Retirement Benefits

Paid Vacation

Paid Holidays

Paid Sick Leave

**Responsibilities:**

**Essential Duties:**

Performs attorney cases and assignments of **a moderate level of complexity and seriousness**, with **close to moderate** supervision in a wide variety of criminal and/or civil legal work, 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.

**In Criminal Matters:**

- 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. Makes charging decisions regarding legal and factual sufficiency for filing of a case.

- Evaluates strengths, weaknesses, and facts of each case for purposes of additional investigation, plea negotiations, development of case strategy and trial preparation.
- 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.
- Instigates plea bargaining negotiations with defense counsel and represents the interest of the State.
- Represents the State at preliminary appearances, arraignments, pre-trial motions, pleas of guilty, sentencing hearings and post-trial matters such as restitution hearings and sentence reviews/amendments.
- 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.
- Responds to law enforcement at critical stages of proceedings.

**In Civil Matters:**

Represents petitioners (prosecution) or clients (indigent defense) 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 child support enforcement (prosecution), represents the State of Washington Department of Social and Health Services, Division of Child Support in family law matters or proceedings in Superior Court to establish parentage and child support orders, modify child support orders, enforce child support orders, and other associated actions or proceedings.

In child dependency proceedings (indigent defense) represents parents and children in regards to matters and proceedings under RCW 13.34 initiated by the State of Washington, Department of Social and Health Services, Child Protective Service alleging abuse and/or neglect by a parent and/or to terminate parental rights.

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.

**In Corporate Counsel Civil Matters:**

With close supervision and review by more experienced attorneys or supervisors: 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.

**Supervision in All Matters:**

Normally requires **close to moderate** supervision in handling cases or matters of the type assigned. Works with supervisors in resolution of ethical issues and in response to problems and to complaints regarding services provided,

**Other Duties as Assigned in All Matters:**

Performs other duties as assigned such as: 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.

**Qualifications:**

**Required:**

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

Attorney II - Admission to the Washington State Bar; Admission to practice in the Supreme Court of Washington;

A minimum of four (4) years of law practice experience.

Attorney III - Admission to the Washington State Bar; Admission to practice in the Supreme Court of Washington; A minimum of eight (8) years of law practice experience.

Attorney IV - Admission to the Washington State Bar; Admission to practice in the Supreme Court of Washington; Minimum of twelve (12) years of law practice experience.

Membership in the Washington State Bar Association is required.

- Employment offers are contingent upon successful completion of a background investigation which may include fingerprinting.
- Valid Washington State Driver's License and proof of insurance at time of employment are required.

**Equipment Operated:**

Telephone, copy and fax machines, and personal computer. Must have the ability to drive personal and/or County vehicle, and travel to locations outside of the courthouse.

**Working Conditions/Physical Requirements:**

This position is rated as ***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.

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.

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.

**Knowledge:**

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

**Skills:**

- 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.
- 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
- communicating effectively, both orally and in writing, in clear concise language appropriate for the purposes involved and the parties addressed, including court appearances.

**“AN EQUAL OPPORTUNITY EMPLOYER”**

**Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.**

Yakima County ensures equal employment opportunities regardless of a person’s age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish the information.

Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

**Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> or contact your federal loan servicer.**

**In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.**

**Yakima County is an E-Verify Employer.**