Position Title: Deputy Prosecuting Attorney – Child Support

Date: 2008  
FLSA Status: Exempt

Reports to: Prosecuting Attorney  
Department: Prosecuting Attorney

Position Supervised: 1 - L & J Assistant (.5 FTE)

BASIC FUNCTION:
Represents the State and the interests of the child in parentage and other child support proceedings, and other matters at the direction of the Prosecuting Attorney.

MINIMUM QUALIFICATIONS:
Admission to Washington State Bar Association, and at least three years experience in the active practice of law, with specialty knowledge in family law including paternity and child support law or any combination of education and experience that demonstrates the ability to perform the essential functions of the position. Ability to advise on procedures and laws. Ability to work cooperatively with others. Valid driving license.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Provides legal representation for the state and the interests of the child in paternity, child support modifications, judicial enforcement of child support obligations, dissolutions in which one of the parties has received public assistance benefits from the state, UIFSA (interstate paternity and child support) and other child support cases referred to the Prosecuting Attorney by the Department of Social Services’ Division of Child.

*2. Maintains current knowledge of and access to the procedural rules for all forums for appearances including, superior court, growth boards, shoreline hearing board and local boards and agencies. Drafts and argues motions and other pleadings, conducts and responds to discovery, researches statutory and case authority, drafts and presents authorities and arguments to decision makers. Conducts negotiations for settlement simultaneously with pending litigation.

*3. Develops and maintains knowledge of DCS’s computerized Support Enforcement Management System (hereinafter “SEMS”). Records all significant action steps taken in each child support case on SEMS. Uses SEMS and other related computer systems to obtain relevant financial and party location information in child support cases.

*4. Develops and maintains a satellite office for the Prosecuting Attorney to handle child support cases. Oversees the installation and maintenance of computer hardware and software, office furniture, and case tracking systems. Develops and maintains policies and procedures to ensure that all applicable state and federal requirements for handling child support cases, including program standards and time frame requirements are met.
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*5. Assists Prosecuting Attorney in negotiating annual contract and budget with DCS for child support cases. Assures compliance with contract and budget.

*6. Directs the work of one legal assistant in the preparation and filing of legal documents, interviewing of witnesses, and the preparation and maintenance of legal files. Contracts with private special support services such as guardian ad litem evaluations and genetic/blood tests.

*7. Maintains current knowledge of the substantive, procedural and evidentiary laws of the State of Washington, federal constitutional law, procedures of the superior and appellate courts, techniques of preparation and presentation of trials. Reviews new legislation and appellate decisions to determine the present state of the law. Researches legal issues, analyzes and applies legal principles, facts, evidence and precedents to legal problems; presents laws, facts, evidence and arguments clearly and logically in written and oral form.

*8. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Must be able to listen to people relate facts given the manner in which they speak, and relate that information to other facts in a case; speak in a clear and concise manner in public settings; remember the basic content of numerous statutes, regulations, court rules, evidentiary rules, holdings of appellate courts, and apply them instantaneously to changing circumstances in the course of a court proceeding; must be able to speak, see, hear and articulate clearly; must be able to use hands to finger or feel objects and use office equipment and reach with hands and arms. Must be able to travel by automobile and small plane and carry boxes of papers and books.

EQUIPMENT REQUIREMENTS: No. of Frequency of use

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<tr>
<th>Equipment/Tool</th>
<th>Hours</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
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<tbody>
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<td>Computer</td>
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<tr>
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<td>Copy machine</td>
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WORKING CONDITIONS: Works in an office setting, and in formal and informal hearing locations through out the state, but most frequently in San Juan County.