SAN JUAN COUNTY

POSITION DESCRIPTION

CLASSIFICATION: Sr. Deputy Prosecuting Attorney / Civil
PAY RANGE: S-10
BARGAINING UNIT: Unrepresented – At Will

Position Title: Deputy Prosecuting Attorney / Civil
Date: March 31, 1997
Reports to: Prosecuting Attorney
Department: Prosecuting Attorney
FLSA Status: Exempt
Positions Supervised:

BASIC FUNCTION: Serves as litigation counsel for court and administrative board actions brought on behalf of and against the County, its officials and employees acting in their official capacities. Counsels and advises the Board of County Commissioners, county elected officials, department heads, and departments in legal matters within their official capacities and duties. Drafts legislative ordinances and resolutions, provides written interpretations and opinions, reviews contracts and approves them as to form, and informs citizens on inquiry of legal requirements, procedures and resources.

MINIMUM QUALIFICATIONS: Juris Doctor degree; admission to practice before the State and Federal courts and administrative forums in the State of Washington and at least five years experience in the active practice of law, with specialty knowledge in administrative procedure and municipal law. Must be capable of extensive research, public speaking, persuasive and expository writing; or any combination of education and experience that demonstrates the ability to perform the essential functions of the position.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Serves as litigation counsel and legal advisor.
*2. Maintains current knowledge of and access to the procedural rules of each forum in which cases are presented. Drafts and presents motions, conducts and responds to discovery, researches statutory and case authority, drafts and presents authorities and arguments to decision makers, e.g., hearing examiners, administrative boards, courts or juries. Conducts negotiations for settlement simultaneously with pending litigation.
*3. Serves as legal advisor. Cultivates relationships and confidences of client commissioners, department heads and employees by demonstrating legal competence and prudent judgment. Researches, drafts and presents proposed legislation, interpretations of law and legal opinions.
*4. Reviews contracts for legal adequacy and intended effect. Maintains current knowledge of labor rules public bidding and contract requirements. Identifies liability risks, and initiates remedies for enforcement of performance by contractors.
*5. Directs the work of one legal assistant in the preparation and filing of legal documents, and the preparation and maintenance of legal files. Mentors law clerks and interns. Contracts with private special support services such as photographers, engineers, and graphics or copying services.
Position Title: Senior Deputy Prosecuting Attorney -- Civil

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*6. Maintains current knowledge of the substantive, procedural and evidentiary laws of the State of Washington, federal constitutional law, procedures of the district, juvenile, 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; provides memoranda to various county agencies regarding the applicability of new laws and rules to their policies and the performance of their jobs. 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.

*7. 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.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>3</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Computer: Word Processing</td>
<td>4</td>
<td>x</td>
</tr>
</tbody>
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WORKING CONDITIONS: Works in an office setting, in court or administrative forums. Occasional travel to meet and interview or depose witnesses or potential witnesses.