Position Title: Deputy Prosecutor/Deputy Coroner  
Date: March 31, 1997

Reports to: Prosecutor  
Department: Prosecuting Attorney

FLSA Status: Exempt  
Positions Supervised: 

BASIC FUNCTION: Responsible for (1) the investigation, preparation and prosecution of all criminal cases in the district, superior and juvenile courts for San Juan County and appeals to the appellate courts; (2) the investigation into the cause of death of all unattended deaths in the county; (3) the training of law enforcement officers in the substantive, procedural and evidentiary law and its application to criminal investigations.

MINIMUM QUALIFICATIONS: Juris Doctor or completion of approved training as legal clerk; admission to practice law in Washington, including practice before the State Supreme Court; and at least six years of practice of criminal law, with extensive experience in trying felony cases; 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. Conducts training of deputy sheriffs on procedural, substantive law, and evidentiary law, and its application to, and impact on, criminal investigations.

*2. Conducts investigations into criminal activity by convening and conducting special inquiry court proceedings, interviewing witnesses, obtaining and reviewing documentary and physical evidence, and assisting and advising law enforcement officers in their investigations; and reviews. Assesses all police reports and statements; advises law enforcement agency on areas requiring additional investigation; works harmoniously with law enforcement agencies, court personnel, defense lawyers and medical and scientific experts; maintains good public relations and a good attorney-client relationship.

*3. Reviews all police reports and statements relating to criminal investigations for completeness and to determine legal and factual sufficiency for prosecution of criminal charges; interviews witnesses; confers with law enforcement officers, forensic scientists and experts; researches and prepares legal memoranda; determines charges to be filed where cases are referred to the prosecutor's office; outlines charges to be filed; drafts legal documents to be filed with the court; represents the state in all criminal court pretrial and trial proceedings in district, superior and juvenile courts; drafts jury instructions; makes sentencing recommendations; reviews all requests for information from defense attorneys; conducts plea-negotiations with defense lawyers; drafts legal forms used by the district, superior and juvenile courts; prepares legal documents for court proceedings; represents county in appellate courts, to include researching and preparing legal memoranda and appearing before the courts to argue legal issues; confers with clerks of the superior and district courts.
regarding legal issues, trial calendars, and the basic daily functioning of courts; confers with mental health and alcohol counselors and probation officers regarding the progress of persons placed on probation; drafts and prepares documents to revoke probation for defendants who violate probation conditions, and represents the county in violation hearings.

4. Directs the work of two legal assistants in the preparation and filing of legal documents, preparation of information packets for defense attorneys and the preparation and maintenance of legal files.

5. Conducts and coordinates investigations with law enforcement officers into the causes and circumstances surrounding natural and unnatural deaths of citizens in San Juan County; attends autopsy examinations conducted by pathologists and confers with physicians, medical personnel, toxicologists, morticians, witnesses and family members to determine cause and circumstances of death; determines cause of death and prepares death certificates.

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 criminal trials; investigative techniques used in the investigation of crimes and into the causes of death. Reviews new legislation and appellate decisions to determine the present state of the criminal 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 access crime scenes in isolated areas; be able to listen to people relate facts and 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 witness autopsies.

<table>
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<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
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<tr>
<td>Dictaphone (potential use)</td>
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Position Title: Deputy Prosecutor/Deputy Coroner

WORKING CONDITIONS: Usually in an office setting and in a court room; often required to travel by car, airplane, boat and foot to crime scenes, which may be in isolated places and with rough terrain; travel to meet and interview witnesses and to attend autopsies and appellate court hearings.