Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTIONS**

An employee in this classification represents the State of Washington as a deputy prosecuting attorney in the prosecution of felony offenses at the Superior Court level, the Juvenile Court level, or at the Appellate Court level which may include complex or serious criminal cases. May also work in the Misdemeanor Division prosecuting misdemeanor offenses in District Court with a high level of proficiency. The employee must be able to handle all of the duties and essential functions of a DPA 1. Employees are expected to manage a high-volume caseload in an organized and efficient manner. Duties are to be performed with professional discretion within office guidelines, professional ethics, standards and legal requirements.

**REPORTS TO**

Juvenile deputies report to their assigned team leader assigned Assistant Division Chief
Felony deputies report to their assigned team leader, assigned Assistant Division Chief, and/or Division Chief.
Misdemeanor deputies report to their assigned team leader and assigned Assistant Division Chief

**ESSENTIAL FUNCTIONS**

- Represents the State of Washington at all stages of criminal proceedings at the Superior Court level, the Juvenile Court level and/or at the Appellate Court level.

- Manages a substantial caseload.

- Prepares appropriate briefs for litigation, pre-trial, trial, and on appeal.

- Prepares witnesses and strategy for trial.

- Advises detectives during investigation of cases to hold offenders legally accountable for their crimes.
• Performs other related work as required.

CORE VALUES

The Pierce County Prosecuting Attorney’s Office views the following core values as key foundational elements for our collective success that guide our daily interactions. All employees are expected to consistently demonstrate adherence to these core values.

• **Integrity** – Employs the highest degree of ethics and professionalism. Earns trust, respect and confidence of coworkers, courts, opposing counsel, prosecutors, law enforcement and others. Is consistently honest, forthright, ethical, and professional in all actions.

• **Partnership** – Collaborates with others to achieve common goals. Works effectively with a variety of personalities and individuals in all situations.

• **Respect** – Treats all people with dignity; is inclusive and considers others’ contributions and opinions.

• **Accountability** – Acts in the public’s best interest by being responsible stewards of their resources. Accepts personal responsibility for quality and timeliness of work; achieves excellent results regardless of oversight.

• **Equity** - Recognizes, supports and cultivates the importance of equity, diversity, inclusion and cultural competency within our office.

OCCUPATIONAL COMPETENCIES

Just as important as the ability to perform the essential functions of the position are the following occupational competencies:

• Knowledge in the relevant area of law including criminal law, criminal procedure, civil procedure, legal writing and trial preparation.

• Ability to handle a high volume of cases and legal matters in an efficient, organized, effective and thorough manner, many of which involve very serious criminal offenses with ensuing high intensity to victims and the community as a whole.

• Ability to establish and maintain positive and effective working relationships with coworkers, opposing counsel, the general public, officials, and other governmental agencies.

• Promotes goodwill and is respectful and courteous to others.
• Ability to analyze cases for legal sufficiency, to charge where appropriate and recommend investigative steps when legal sufficiency is deemed to be lacking.

• Experience and ability to appropriately settle cases through negotiations with opposing counsel, to include crimes involving serious impact to the community.

• Good oral and written communication skills.

• Good trial skills.

• Ability to operate the computer and generate numerous documents in an efficient manner.

• Ability to physically perform the essential job functions.

• Ability to maintain regular and predictable attendance.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. This position works in an office environment on a daily basis. Employees may be required to work at a desk or other workstation for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required.

PHYSICAL REQUIREMENTS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. This position works in an office environment on a daily basis. Employees may be required to work at a desk or other workstation for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required.

RECRUITING REQUIREMENTS

Must be admitted as an attorney in the State of Washington (RCW 36.27.010) and a U.S. Citizen (RCW 36.27.010, RCW 36.27.040, and RCW 29).

Ability to successfully complete a thorough background investigation and interview.