COUNTY ATTORNEY 3
DEPUTY PROSECUTING ATTORNEY 3
CRIMINAL DIVISION

**Department:** Prosecuting Attorney  
**Job Class #:** 238600  
**Pay Range:** Legal 08

**FLSA:** Exempt  
**Represented:** Yes

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. In addition to performing all of the duties as set forth for a DPA 1 and 2, a DPA 3 will serve as lead attorney on more complex criminal cases such as multi-defendant cases, violent crime and homicide cases. The employee may also act in a supervisory role. Duties are to be performed with professional discretion within office guidelines, professional ethics, standards and legal requirements.

**REPORTS TO**

Juvenile deputies report to Juvenile Unit team leader and assigned Assistant Division Chief.  
Felony deputies report to their assigned team leader, assigned Assistant Division Chief and/or the Chief Criminal Deputy.  
Team leaders report to their assigned Assistant Division Chief or the Chief Criminal Deputy.

**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 major cases to hold offenders legally accountable for their crimes.
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- Represents the State of Washington as the lead attorney on more complex criminal cases such as multi-defendant cases, homicide cases and death penalty cases.

- May act in a supervisory role in the misdemeanor division, domestic violence unit or in a criminal division trial team.

- Is relied upon by other staff within the office for legal and strategic advice.

- Initiates Special Inquiry Court Proceedings to aid in obtaining documents and testimony through secret investigative court proceedings.

- 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 areas of law including criminal law, criminal procedure, civil procedure, legal writing and trial preparation.

- Ability to handle a high volume of cases in an efficient, organized, effective and thorough
Excellent ability to establish and maintain strong and effective working relationships with co-workers, opposing counsel, the general public, officials, and other governmental agencies.

Promotes goodwill and is respectful and courteous to others.

Excellent ability to analyze, appraise, and organize facts, evidence and precedents regarding major cases and exercise skill in their presentation in court.

Excellent trial skills.

Excellent communication skills, both orally and in writing.

Ability and experience to effectively handle the most intensive criminal cases with the highest visibility to the community.

Ability to advise and assist detectives with suggested investigative steps in complex cases.

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

Ability to provide accurate legal and strategical advice to staff within the office.

Ability to physically perform the essential job functions.

Exercises independent judgment, initiative, and resourcefulness.

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

Rev. 4/2021
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Ability to prepare documents using a computer. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the classification is 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.