Classification Description

COUNTY ATTORNEY 3 – PROSECUTING ATTORNEY
FAMILY SUPPORT 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 and the best interests of children as a deputy prosecuting attorney at the Superior Court level. In addition to performing all the duties as set forth for a County Attorney 1 and II, the employee will serve as a lead deputy on more complex cases such as conflict of law, multiple governmental agency issues, fraudulent conveyances, and hidden asset issues. The employee may act in a supervisory role and may participate in policy-making decisions for the division. Duties are to be performed with professional discretion within office guidelines, professional ethics and standards, and legal requirements.

REPORTS TO
Deputies report to assigned team leader.
Team leaders report to Chief of the Family Support Division.

ESSENTIAL FUNCTIONS
Represents the State of Washington and the best interests of children in all intrastate and interstate paternity litigation, modification of child support orders, contempt of court proceedings against non-paying parents, protecting the State’s monetary interests in pro se dissolutions, responding to all child support actions referred by the Department of Social and Health Services, Division of Child Support.

Manages a substantial caseload.

Prepares appropriate correspondence, court orders, motions, and briefs for litigation.

Searches for assets and obtains financial documentation.

Calculate child support in accordance with State guidelines.

May act in supervisory role of a team. Supervisor monitors caseload of unit, provides legal and strategic advice, completes unit evaluations, and periodically meets with the Chief of the Division on policy related issues.

Assists with training of entry level attorneys.
Is relied upon by other staff within the office for legal and strategic advice.

Performs other related work as required.

**SKILLS, KNOWLEDGE AND ABILITIES**

Committed to the trifecta of being a good worker with a strong work ethic and the skills needed to do the job, a good colleague – treats every colleague respectfully and professionally, and good emissary – represents the office in a positive manner.

Ability to handle a high volume of cases in an efficient, organized, effective and thorough manner.

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, organize facts, evidence and precedents derived from case law.

Excellent courtroom presentation skills.

Ability to determine need for independent guardian ad litem when the current or future jeopardy of children is involved.

Excellent oral and written communication skills.

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.

Longevity within the Pierce County Prosecuting Attorney’s Office.

Longevity as an attorney.

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. Incumbents 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 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 word processing systems. 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.